

Zachary Chance Nickens

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OBJECTIVE

A position that will allow me to utilize and employ my skills and experience.

EDUCATION

Southeastern Louisiana University, Hammond Louisiana 2008
Bachelor of Art, History with a minor in Latin

SKILLS

Analytical Skills: Extensive research, writing, and critical analysis skills built through education and work experience. *Leadership Skills:* Leading by example, effective problem solving, promoting efficiency, training new hires on policy, counseling coworkers, and leading special project teams. *Communication Skills:* Ability to clearly and effectively communicate across languages and cultures. Communicate information effectively to superiors and subordinates. Ability to receive and give constructive criticism. *Computer Skills:* Proficient in Microsoft Office, Apple Software, Internet, public records, databases, and blogging and online authorship. *Writing Skills:* Extensive writing experience including academic, scholarly, business, technical, creative and public relations

EXPERIENCE

Outsides Sales Rep , Fastenal , Slidell, Louisiana 2010-2011

Outside Sales. Inside Sales. Customer relations and service, grow key accounts, manage branch inventory, create and manage schedule for branch employees. Generate new sales leads and accounts. Source products and materials. Create and process vendor purchase orders. Receive RFQs and process from quotation through purchasing and to delivery.

English Instructor, Crepia Junior English Institute, Daejeon, South Korea 2009-2010

English as a Second Language Instructor: taught 11 classes daily of speaking and listening, writing, grammar, and reading and comprehension. Created, updated, and organized curricula for students in all age groups from early elementary through university level. Train new teachers and staff to institute policies and teaching practices. Evaluated students for admission. Advised and counseled students and parents for transitions to English language immersion programs and for study abroad. Functioned as guidance and conflict counselor for boys and young men ages early elementary through university level.
Reference: Director/ CEO: Lee Young-Jae (Mark Lee) okjunior@hanmail.net ,
Vice Director: Roy Baek okjunior@hanmail.net

Petroleum Landman/ Title Abstractor, The Mitchell Company, Fort Worth , Texas

2008-2009

Conducted title research by using public city, county, and state records. Inquired and researched state tax and probate court records. Conducted detailed research within county

and state courthouses and family and probate courts. Created detailed spreadsheets and flow charts of property and mineral rights from patent to current status. Maintained a current comprehensive understanding of legal documents, instruments, and court filing procedures. Train new hires on title abstraction process and how to use available legal resources. Reference: District Manager: David Allred, 1-318-773-4465

**Library Circulation Assistant, Southeastern Louisiana University, Hammond,
Louisiana 2005-2008**

Control and monitoring the loaning and borrowing university resources. Maintain exact organization of the library stacks and circulating resources. Working within the university Workflows and Peoplesoft software systems. Implemented and maintained various organizational projects including resource cataloguing and shifting, and student assistant organizational routines. Trained new student assistants to library policies, procedures, and projects. Reference: Circulation Department Head: Rose Galafora(985)549-3484