

Nicholas B. Clevenger

1268 Richwood Ave, Morgantown WV, 26505 ▪ (304)-702-8019 ▪ nbclevenger@mix.wvu.edu

<https://www.linkedin.com/in/nicholas-clevenger-a22534104/>

Education

West Virginia University:

Bachelor of Science in Industrial Engineering

Business and Economics Minor

Expected Graduation: May 2019

James Rumsey Technical Institute:

Residential Wiring, graduated 2013

National Technical Honors Society, perfect attendance

Hands-on experience installing and troubleshooting residential and commercial electrical circuits

Compliance to OSHA, knowledge and implementation of safety procedures

Skills

- Proficient in Microsoft office
- 5s Approaches
- Lean Operations/ Manufacturing
- Time Studies
- Learning Curve Analysis
- Value Stream Mapping
- MOST (Pre-determined Time Systems)
- SMED Analysis
- Work breakdown structures
- Capacity Analysis
- Process Flow Charts
- Failure Effect Mode Analysis
- Standard Time and Allowances
- Pre-determined Time Systems
- Compensation Practices
- Decision trees

Work Experience

The Greene Turtle, Morgantown, WV, June 2015- present

- As a student worked 30 hours each weekend
- Encourage teamwork among employees to complete tasks more efficiently
- Helped train, offer guidance and leadership to coworkers
- Established strong both professional and personal relationships with coworkers, current managers, and returning customers
- Demonstrated a strong sense of urgency when handling customer orders and needs
- Learned how to communicate with a wide variety of personalities

Professional Experience

The City of Morgantown (Engr. Dept. Intern.)

Map Project

- Used the 5s method to organize city hall's map room by creating a metadata base. This included scanning and cataloging old city maps and documents
- Utilized tools such as Microsoft excel, and ArcGis mapping software to create an association between hard copy maps, and their respective location in Morgantown
- Cataloged old building permits and transported documents of less importance to the WVU archives

Paving Project

- Instructed and oversaw the development of roadways, managed daily operations and ensured that construction work was done according to spec. and ADA compliances
- Created spreadsheets to aid in the organization of the paving projects
- Took street measurements, made calculations, marked roadways for striping, kept track of total asphalt used by collecting and managing truck tickets, and marked roadways for striping