

Ryan Wood

Assistant Manager

Batavia, NY 14020
rwood008@gmail.com - (585) 409-3748

To obtain company position and an opportunity to grow within an organization.

WORK EXPERIENCE

Injection Molding Machine Operator

Apollo Optical Systems - Rochester, NY - February 2015 to Present

Responsibilities

Make sure machine is up and running
Make sure material is dry and ready to go
Optics inspection
Daily counts
Quality checks

Assistant Manager

Dunn Tire - Batavia, NY - April 2014 to August 2014

Daily sales reports

- Opening and closing of the shop
- Manage meeting with employees
- Make sure shop is up to par with company standards
- Payroll for the store
- Entering data
- Analysis of the month goals and how to achieve them
- Face to face sales and phone sales
- Scheduling employees for shifts
- Train employees on shop policies
- Time management with customers
- Balance the cash drawer

Preper

Claims Recovery Financial Services - Albion, NY - November 2012 to December 2013

Meet deadlines

- Prep claims
- Data input
- Maintenance of data
- Maintenance of documents

B2B ATT Mobile Sales Consultant

Sutherland Global Services - Rochester, NY - February 2012 to October 2012

Business to Business Sales

- Incoming and outgoing calling
- Logging of sales
- Create proposals

- Managing sales
- Account Maintenance
- Customer Service problem Solving

Seasonal Worker

United States Postal Service - Rochester, NY - December 2011 to January 2012

Responsible for loading and unloading vehicles

- Accurately sorted mail by zip codes
- Responsible for package inventory

Student Intern

Monroe Community College - Rochester, NY - June 2007 to January 2011

Provided customer service to college students regarding outstanding debt

- Proficient in data entry on college data base
- Responded to outside inquiries from students, staff and faculty regarding their parking accounts
- Assisted in inventory of lost and found items
- Ability to defuse high stressed situations
- Ability to execute a number of projects simultaneously

EDUCATION

Liberal Arts

Monroe Community College
March 2013

Machining

Monroe Community College

SKILLS

Worked with Lathes and Milling in Lab for school about 12 hours a week