

# Ryley Klennert

## **Shift Leader - TJ Chumps**

Rochester, MN

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(937) - 430 - 2598

Download Resume

Authorized to work in the US for any employer

## Work Experience

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### **Shift Leader**

TJ Chumps - Huber Heights, OH

March 2016 to September 2018

- Lead Closer/Opener

Everything is correct prepared for the next day, monitoring staff.

- Training new hires

How to clean dishes, preparing/cooking food, unloading truck.

- Managing stock

Ordering food Predicting how much is needed, checking dates on food.

### **Dayhab Leader**

Choices in Community Living - Dayton, OH

October 2015 to February 2016

- Planning

Choreographing the week ahead, activities.

- Organization

Client paperwork, contacting clients families/care givers.

Accomplishments:

Made Leader of program in 2months.

### **Customer Service Representative**

Teleperformance - Fairborn, OH

September 2014 to August 2015

- Teamwork

Combining ideas to make a better solution.

- Attention to detail

Keeping notes, listening to the issues, and being kind/helpful.

- Dependability

Resolving the issue efficiently, being honest.

## Education

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## **High School Diploma**

Century High School

June 2012

## Skills

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Customer Service, Retail, Management, Shift Lead, Crew Member, Food Service, Shift Supervisor

## Certifications/Licenses

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### **Driver's License**

## Additional Information

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Skills:

- Active Listener
- Quick/Critical Thinker
- Teamwork/Negotiation
- Verbal Communication
- Positive attitude