

# Ryley Liston

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## SKILLS

- Excellent at working alone and in groups
- Excellent analytical skills
- Strong verbal communication
- Attention to detail
- Microsoft Office, Excel, PowerPoint proficiency
- Quick learner
- Active listening skills
- One year experience in Mac operating systems and editing

## EXPERIENCE

### **Smith's Food And Drug, Payson, UT** - *Bagging clerk*

April 2013 - March 2015

- Responsible for bagging items in a timely, friendly manner.
- Assisting customers with heavy or awkward items.
- Assist in all customer needs and interactions.

### **Smith's Food And Drug, Payson, UT** - *Produce Associate*

March 2015 - May 2016

- Maintain product in department to insure quality goods for customers.
- Assist in any and all questions or needs a customer may have.
- Cleaning and organizing area to insure best possible environment for customers.

### **The Results Company, Provo, UT** - *Customer Support/Retention Agent*

May 2016 - August 2016

- Responsible for retaining and maintaining customers' accounts within eHarmony services and products.
- Assisted in any technical/account support needed from inbound calls.

### **Klune, Spanish Fork, UT** - *Tool Crib Attendant*

August 2016 - January 2018

- Responsible for acquiring and delivering all materials required for co-workers to start and complete current and future projects.
- Maintained and catalogued all inventory for company projects.

- Tracked accounts of all employees regarding tools used.

**ClearSource** - *Customer Representative*

January 2018 - Present

- Responsible for retaining and maintaining customers' accounts experiences.
- Assisted in any account support needed from inbound calls.

## EDUCATION

**Payson High School, Payson, UT** - *High School Diploma*

August 2010 - May 2013

- All required classes for High School Graduation
- 1 year of Digital Media (Mac OS, editing softwares, Microsoft Office)
- 3 years of Spanish
- 1 year of Accounting courses

**Utah Valley University, Orem, UT** - *History Education*

September 2013 - Present

- Required courses for Secondary Education
- Current student