

# **Ryan Cordell**

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**Education:** 90+ credit hours toward a Bachelor of Arts in English Literature at The George Washington University with a current G.P.A of 3.53.

**Skills:** Experienced with both PC and Macintosh operating systems, including Mac OS 9 and X and Windows 95, 98, and XP. Proficient with the Microsoft Office Suite, Microsoft Outlook, Adobe Pagemaker, Adobe Photoshop, Adobe Illustrator, Quark Xpress, and many other internet and design programs.

## **Experience**

KINKO'S, INC.

June 2003 – Present

Project Coordinator

Fairfax, Virginia

Responsible for organizing jobs in the branch office using the Jet Lite job management system. Duties included preflighting digital files used in customer jobs, checking job clarity before sending into production, monitoring production to keep jobs on schedule, contacting customers with any questions or issues regarding jobs, and managing pickup and delivery schedules in coordination with the branch courier.

THE GEORGE WASHINGTON UNIVERSITY BOOKSTORE

January 2003

Temporary Worker

Washington, D.C.

Worked as a temporary student worker during the early semester rush period. Assisted with organizing and shelving textbooks, as well as helping students locate needed textbooks.

KINKO'S, INC.

June 2002 - December 2002

Project Coordinator

Fairfax, Virginia

See job description above.

January 2002 – June 2002

Computer Services Specialist

Murfreesboro, Tennessee

Responsible for branch technology during my shift, including document creation,

computer maintenance, express computer assistance, and output of standard and oversized documents.

January 2000 – January 2002

Assistant Manager of Technology

Murfreesboro, Tennessee

Responsible for all technology at the branch level, including new program implementation, new software installation, ordering supplies for the computer department, creating technology solutions for corporate customers, and all other technology issues present at the branch office level.

EXECUTIVE INN

May 1999 - January 2000

Customer Service Representative

Louisville, Kentucky

Responsible for all aspects of customer care, including making customer reservations, checking guests in and out of rooms, assisting customers in making arrangements at local establishments. Duties also included processing of the hotel's nightly audit.

## **References:**

Dr. Andrea Levine, Professor

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Dr. Carolyn Betensky, Professor

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