

Ryan Cordell

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Objective

To obtain a position in a fast-paced, challenging environment which will foster advancement of my personal and professional skills.

Skills

Experienced with both PC and Macintosh operating systems, including Mac OS 9 and X and Windows 95 and 98. Also proficient in the following programs -- Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Quark Express, Adobe Pagemaker, Adobe Illustrator, Adobe Photoshop, and Adobe Acrobat. Experience printing on standard and oversize printers.

Experience

KINKO'S, INC.

January 2000 - Present

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.

Assistant Manager of Technology

Murfreesboro, Tennessee

Responsible for all technology at the branch level, including new program implementation, new software installation, management of technology resources on the branch machine page, ordering supplies for the computer department, creating technology solutions for corporate customers, and all other technology issues present at the branch office level. Voluntarily resigned the position when I returned to school.

Project Manager

Nashville, Tennessee (Hickory Hollow Branch)

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.

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

Terry Jensen, Assistant Manager
Kinko's - Murfreesboro, TN
(615) 890-4884

Dr. Kathleen Therrien, Professor
Middle Tennessee State University
(615) 898-2857

Rustin Crawford, Assistant Manager
Kinko's - West End Nashville, TN
(615) 327-2120

Veronica Gliatti, Branch Manager
Kinko's - Murfreesboro, TN
(615) 890-4884