

Ryan Baker

Medicine Hat, AB | <https://ryanwbaker.github.io/portfolio/index.html#contact>

Highlights of Qualifications

- Experience on all levels of electrical construction (site work to project management)
- Excellent communicator (often sought after for proof reading and writing assistance)
- Exceptional knowledge of Microsoft Office (Word, Excel, Powerpoint, Outlook)
- Programming languages (in descending proficiency): Python, Excel VBA, JavaScript, C
- Working knowledge of SolidWorks, AutoCad, and Fusion 360 drafting softwares.
- Successfully completed many self-inspired projects (see page 2 or the header for a portfolio link).

Education

Bachelor of Science in Electrical Engineering, Digital Minor (Year 2) <i>University of Calgary</i>	Completed April 2021 <i>Calgary, AB</i>
Electrical and Computer Engineering Technology (Year 1) <i>British Columbia Institute of Technology</i>	Completed April 2018 <i>Burnaby, BC</i>
Master of Business Administration, Specialism in Strategic Planning <i>Correspondence: Edinburgh Business School (Heriot-Watt University)</i>	Completed May 2017 <i>Edinburgh, Scotland</i>
General Studies <i>Medicine Hat College</i>	2011, 2012 <i>Medicine Hat, AB</i>
Bachelor of Science in Kinesiology <i>University of Alberta</i>	Completed June 2010 <i>Edmonton, AB</i>

Work Experience

Office Manager – Accounts Receivable, IT, and Payroll <i>Quick Way Electrical (1999) Ltd.</i>	June 2015 – Present <i>Medicine Hat, AB</i>
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Regular Duties (while enrolled in full time studies):

- Manage revenue for large contract projects (some projects over \$1,000,000)
- Manage payroll for 90+ employees
- Troubleshoot and maintain all company computers (usually remotely)
- Continuously refine five-year business plan and company strategies with owners

Significant Accomplishments

- Spearheaded implementation of Sage 100 Contractor; a company-wide enterprise resource planning software that manages all aspects of a small-to-medium sized construction company.
 - o Total time: 14 months (including research and assessment of various softwares)
 - o Estimated overhead cost savings/year: \$100,000
- Prevented a \$10,000/day downtime expense by managing a server upgrade with IT consultants over the course of two weeks.
- Improved employee assurance by switching to a more flexible health benefits program that also saves the company \$8,000/year
- Independently ran a marketing campaign by registering for a symposium, graphically designing a banner and matching brochures, and generated leads/sales at the symposium.
- Six months after hire, temporarily managed the entire company for three weeks while the owners were away

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Work Experience (Continued)

Junior Accountant

July 2012 – June 2015

Goodyear Canada Manufacturing Plant

Medicine Hat, AB

- Originally hired for the Manufacturing Leadership Development Program (“MLDP”)
 - o This was a one-year management training program; developed “Standard Work” documents to ensure procedures, roles, and responsibilities were consistent for all 50 plant positions.
- Reduced an eight hour/day workload to two hours/day with a spreadsheet system, and used the extra time to improve efficiency of other positions.
- Processed payroll for ~300 employees with zero missed paycheques.
- Trusted to fill in for two high-responsibility positions for extended periods of time:
 - o **Continuous Improvement Officer (four months):** motivated employees to work on improvement projects by being positive and rewarding top performers.
 - o **Plant Scheduler (five weeks):** Prevented a plant shutdown by quickly learning and filling in for this position after an employee suddenly passed away.

Apprentice Electrician

June – August 2007, 2006, 2004, 2003

Quick Way Electrical (1999) Ltd.

Medicine Hat, AB

- Assisted with commercial/residential wiring on job sites, delivered supplies, and reorganized electrical inventory according to use/function

Volunteer Experience

Hamper Deliveries

Annually at Christmas

Santa Claus Fund

Medicine Hat, AB

- Deliver food hampers and gifts to families in need during Christmas

Disability Services Worker

February 2011, 200 Hours

REDI Enterprises

Medicine Hat, AB

- Provided basic care for clients with various disabilities including quadriplegia and cerebral palsy.

If you haven't done so already, please see my online portfolio at:

<http://www.ryanwbaker.github.io/portfolio>

(built entirely out of vanilla JavaScript, CSS, and HTML)

Thank you for your consideration!