

Ryan P. English

Ability to act as a leader and member of the team.

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EXPERIENCE

UNITED STATES POSTAL SERVICE, WORTHINGTON — CITY CARRIER

2017 - 2022

- Delivered mail and packages on a city route with over 600 delivery points.
- Supported businesses along route with customer service and pick up services.
- Negotiated Postal service accounts with businesses: resulted in 10 fold increase in volume.

The Columbus Dispatch, Powell — District Manager

2009 - 2017

- Distributor of The Columbus Dispatch newspaper overseeing 25% of all city delivery.
- Operated distributorship with \$1.4 million in total revenue.
- District Manager over newspaper delivery in areas North of Columbus with over 10,000 subscribers.
- Negotiated contracts for independent contractors.
- Executed contracts to the specifications of advertisers including Meijer, Kroger, and CVS Pharmacy.

The Melting Pot Restaurant, Columbus — Manager

2011 - 2012

- Managed front and back of house staff requiring routine problem solving and attention to detail.
- Responsible for ordering up to \$10,000 in food and inventory weekly.
- Planned and coordinated Valentine's Day menu which generated over \$50,000 in revenue in one weekend.
- Reported daily financials in accounting software.

SKILLS

Highly organized and detail oriented.
Ability to complete multiple tasks in a high pressure environment.
Ability to understand customer needs and provide superior customer service.
Accounting and budgeting skills.

CERTIFICATES/SOFTWARE EXPERIENCE

INTUIT QUICKBOOK SPECIALIZATION

FRESHBOOKS

MICROSOFT EXCEL

SALESFORCE

Comprehensive Services, Columbus —Office Manager

2008 - 2009

- Managed office staff including scheduling and payroll.
- Maintained Accounts Payables and Receivables.
- Reorganized and updated accounting system with Quickbooks software.
- Supervised billing accounts totaling over \$2 million.
- Negotiated with clients and insurance companies for payment to providers.

EDUCATION

Franklin University, Columbus — *Bachelors in Financial Mgmt*

AUGUST 2022 - CURRENT

FOCUS-ACCOUNTING, ECONOMICS, CRITICAL THINKING

Columbus State Community College, Columbus — *Associates in Hospitality Mgmt*

AUGUST 2006 - MAY 2008

FOCUS-RESTAURANT MANAGEMENT, ACCOUNTING AND COST MANAGEMENT