

Andrew Ryan

Denton, TX

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817-773-2667

Work Experience

Hospitality Associate

White's Chapel United Methodist Church-Southlake, TX

- Provided a welcoming and hospitable presence at the main entrance door of the church.
- Kept an open eye on the building for the security of those gathered inside.
- Assisted with light kitchen prep work as needed.
- Prepared set up of tables, and chairs for events.
- Monitored, organized, and maintained guest-related supplies as needed.
- Attended staff meetings to help coordinate plans and prepare for events.
- Provided continuous communication to church leadership regarding personnel and operations-related issues.

Dispatcher

SOUL'S HARBOR-Dallas, TX

- Arranged transportation and shipments by checking stock to determine inventory levels.
- Documented all calls, deliveries, routes and times for pickups and deliveries.
- Handled customer complaints and inquiries.
- Negotiated rates and delivery time lines.
- Scheduled freight to be picked up and delivered.
- Dispatched necessary resources (driver, truck, trailer) to take care of immediate issues.
- Achieved monthly customer service key performance indicators.

Facility Maintenance Technician

Eddie Deen's Catering-Terrell, TX

- Supervised teams of staff members across different divisions.
- Ensured that basic facilities were well-maintained and conducted proactive maintenance.
- Dealt with emergencies as they arise.
- Created facility reports.
- Assisted catering staff as needed to optimize the guests' dining experience.
- Accomplished all job duties while adhering to all safety guidelines and practices throughout the shift.
- Performed routine daily inspections of assigned buildings and spaces.

Education

Keller High School

Skills

- Proficient in Microsoft Word, PowerPoint and Excel.
- Facilities Maintenance
- Interpersonal Communication
- Forklift
- Hospitality
- Dispatching
- Time management
- Customer service
- Freight Experience