

Rya Rains

North Liberty, IA 52317

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I am Eager to Learn and Easy to train! Thanks for your time!

Work Experience

Benefits Specialist/Life Insurance Agent

American Income Life Insurance Company-North Liberty, IA

April 2024 to Present

Licensed life insurance agent and benefits specialist for American Income Life

Assistant Manager

Dollar Tree-IA

2022 to 2023

My duties as Assistant Manager were to act as manager when needed, handling cash and related paperwork, managing associates and customer service.

Machine Operator/Assembler

Alpla Inc-IA

2020 to 2022

Operated Giant Press Machines

Key Holder/Assistant Manager

Dollar General-IA

2013 to 2015

My duties as Key-holder/Assistant Manager were to act as manager when needed, handling cash and related paperwork, managing associates and customer service.

Education

High school diploma

Kirkwood Community College - Iowa City, IA

2022 to 2023

Skills

- Typing
- Microsoft Word
- Reading
- Writing
- Proofreading

- Editing
- English
- Microsoft Office
- Computer skills
- Communication skills
- Writing skills
- Google Docs
- Customer service
- Research
- Assistant Manager Experience
- Supervising experience
- Organizational skills
- Cash handling
- Medical terminology
- Microsoft Excel
- Time management
- Machine learning
- AI
- Leadership
- Store management
- Cash register
- Windows
- Google Suite
- Assembly
- Administrative experience
- Phone etiquette
- Office experience
- Sales
- Cold calling
- Analysis skills
- Advertising sales
- Negotiation
- Property management
- Management

Certifications and Licenses

Driver's License

Forklift Certification

September 2018 to Present

CPR Certification

Assessments

Attention to detail — Proficient

March 2024

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Management & leadership skills: Impact & influence — Proficient

April 2024

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Food service: Customer situations — Proficient

March 2024

Identifying and addressing customer needs in a food service setting

Full results: [Proficient](#)

Proofreading — Proficient

January 2024

Finding and correcting errors in written texts

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

February 2024

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Sales skills — Proficient

March 2024

Influencing and negotiating with customers

Full results: [Proficient](#)

Written communication — Proficient

January 2024

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

Cooking skills: Basic food preparation — Proficient

April 2024

Preparing food, using cooking equipment, and converting ingredient measurements

Full results: [Proficient](#)

Customer focus & orientation — Proficient

March 2024

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Work style: Reliability — Proficient

January 2024

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

I am searching for jobs that include reading, writing, proofreading, editing, or anything along those lines. I work from home/remotely. If you have any work of that nature, please reach out to me! Thanks for your time!