

**JAMES RYAN**  
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## Professional Experience

**THOMPSON COBURN, LLP 2016-2018**  
**CLOSED FILE CLERK**  
**ST. LOUIS, MO**

- Maintained and organized file room
- Collected and supervised the destruction of confidential documents
- Maintained and reconciled Corporate Minute Book room inventory
- Processed and reviewed quality of document imaging
- Assisted leaders and staff with ad-hoc projects

**TREATS UNLEASHED 2015-2016**  
**ASSISTANT MANAGER**  
**ST. LOUIS, MO**

- Lead team of individuals to meet and exceed sales goals
- Assisted general manager in daily operational functions
- Created innovated marketing collateral for new products
- Provided exceptional customer service to new and existing customers
- Assisted with Human Resources issues and coaching of employees

**BAKED GOODS POTTERY 2006-2015**  
**CO-OWNER/OPERATIONS MANAGER**  
**ST. LOUIS, MO**

- Lead all business operations and financial functions of a small business
- Scheduled employees, ordered stock, and managed payroll
- Served as a communication liaison for business functions
- Developed innovative and compelling marketing material
- Lead all customer service efforts

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## Education, Training, and Certifications

**AA**, Mass Communication St. Louis Community College. 1998

- Emphasis in Broadcasting
- Dean's List for Academic Excellence
- Phi Theta Kappa

**\*REFERENCES AVAILABLE BY REQUEST\***