

# Ryan John Galvin

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**OBJECTIVE-** I am a hardworking individual who is willing to devote much of my time and talents into a challenging position. I am able to pick up on concepts easily and work hard to improve my skills needed for the position. I have strong mathematical, interpersonal and organizational skills. I can work to my potential in both groups or individually. I am currently working in classes that involve research, studying, analysis and creative skills.

## Education

Bachelor in Business Administrations, Masters in Finance  
*Pre Business- University of Georgia*

Athens, GA  
May 10

## Experience

*Server*, May 2006- Present... **Three Dollar Café**, Peachtree City, GA

- Effectively learned how to multitask in an intense work environment
- Kept up with my work in a timely manner, putting the customers first
- Interacted with customers, aiding any of their needs with my best potential
- Learned how to hide my feelings to customers during stressful situations
- Worked 25 hours a week

*Clerk*, August 2005- February 2006... **Brass Hanger Dry Cleaner**, Peachtree City, GA

- Utilized interpersonal skills by interacting with customers
- Continuously dealt with cash, credit cards and checks
- Showed ability to run the store on my own from open to close
- Used organizational skills to stay caught up with customers
- Worked approximately 15 hours a week

*Busser*, April 2004- February 2003... **Outback Steakhouse**, Peachtree City, Georgia

- Insured that I was in check with all of my responsibilities at all times
- Learned how to work in a stressful work environment
- Showed outstanding use of time management by working multiple tasks at once
- Effectively responded to customer and co-worker requests
- Worked 20 hours a week

## Skills

- Have provided good leadership skills in many different circumstances
- Effectively organize myself, especially during stressful situations
- Effective knowledge with Microsoft Word, Excel and Powerpoint