



Ryan Hubbard

Customer Service/HR/Communications

Ambitious, talented, and hardworking individual with multiple years of experience in areas of office management, customers service, human resources, and communications. A disciplined and career oriented employee who completes task with the best of my ability. Leads when appointed. Respects management, co-workers, and customers in all situations.

Contact

Phone

937-467-6938

Email

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Address

1908 Lora St. Anderson, IN 46013

Education

Associate's Degree

Communications/Office Admin.

Ivy Tech State College - Kokomo, IN

High School Diploma

Business Administration

Anderson High School - Anderson, IN

Expertise

- Critical Thinking
- Scheduling
- Documenting
- Multitasking
- Date Entry
- Microsoft Office

Language

English

Experience

Feb. 2023 - Current

DSI, Inc. | Anderson, Indiana

Job Counseling Career Coach

Assist high school students in area high schools obtain and keep employment during high school years. Coach students through applying for employment and preparing them for job interviews. Also assist students in college preparedness by helping search for colleges after high school and help them through the application process. Also assist with when student needs assistance in finding financial aid. Maintains appropriate record keeping in state student portal database for recording case notes, tracking referrals, and student outcomes.

2016-2022

Reid's Cleaning Company | Indianapolis, Indiana

Office Manager/Supervisor

Oversaw all employees and customers. In charge of monitoring customer accounts in online CRM manager. Provided exceptional customer service, scheduled appointments, and processed payments daily through credit card processing and depositing checks daily. In charge of giving service recommendations to customers based on cleaning needs and prior history, increasing revenue for company. Processed payrolls for 15 plus employees. Interviewed and hired potential employees. Dispatched cleaners to home sites in Indianapolis and surrounding suburbs based on availability and monitored progress through GPS.

2013-2015

Integrity Ambulance | Greenville, Ohio

Dispatch/Customer Service Supervisor

Dispatched paramedics and van drivers to emergencies based on current and closest locations. Made critical decisions in life or death situations by closely receiving information given during each emergency call. Answered calls from patients and health care workers from nursing homes and hospitals to schedule non-emergency transport for appointments and facility transfers. Provided customer service to each patient, hospitals, and Dr. offices communicating plans for patient pick up and drop offs. Scheduled transport through CAD scheduling software.