

# RYAN J. ARANGO

## Permanent Address

18616 NW 84<sup>th</sup> Place, Unit #205  
Hialeah, Florida 33015  
786-707-0001  
[arango.ryan@gmail.com](mailto:arango.ryan@gmail.com)

## EDUCATION

**American Senior High School**  
Hialeah, Florida

## WORK EXPERIENCE

**Project Manager**, Nations Construction Inc., Hallandale Beach, FL  
11/2019 - Current

- Creating long and short-term plans, including setting targets for milestones and adhering to deadlines.
- Delegating tasks on the project to employees best positioned to complete them.
- Making effective decisions when presented with multiple options for how to progress with the project.
- Performing quality control on the project throughout development to maintain the standards expected.
- Adjusting schedules and targets on the project as needs or financing for the project change.

**Superintendent**, Green Label Construction Inc., Miami, FL  
12/2018 – 10/2019

- Schedule subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Perform quality control duties and responsibilities regarding the work being performed.
- Communicate with project team regarding ASI's, RFI's, and Material Submittals.
- Identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Identify conflicts in construction progress and communicate them to project team for resolution.
- Ensure that the job site is always kept in a clean and organized manner.

**Office Manger**, Nations Construction Inc., Hallandale Beach, FL  
03/2017 – 11/2018

- Oversee the day-to-day operations of assigned jobs to ensure that all phases of work is completed in a timely manner and performed to a high standard of quality.
- Supervise and schedule the work of all workers.
- Order and schedule materials for delivery and inspect material for defects to ensure it is of high quality.
- Prepare and finalize proposals for new projects.
- Handle communication between architects and clients.

**Customer Service Supervisor**, Inktel Direct, Miami Lakes, FL  
08/2016 – 03/2017

- Daily supervision of customer care representatives.
- Responsible for aiding clients of SurePayroll with login issues, payroll assistance, questions, technical support.
- Provide excellent customer service.

**Sales Associate**, Advance Auto Parts, Miami, FL  
04/2016 – 08/2016

- Daily interaction with new hires and training.
- Maintain cleanliness and provide detail work to contracted company vehicles.
- Responsible for driving company truck to/from work area.

**Supervisor**, Statewide Fleetwash , Hollywood, FL  
12/2015 – 03/2016

- Daily interaction with new hires and training.
- Maintain cleanliness and provide detail work to contracted company vehicles.
- Responsible for driving company truck to/from work area.

**Maintenance/Data Entry**, Florida Beauty Express, Doral, FL  
07/2014 – 05/2015

- Daily data entry of all trucks entering and leaving yard.
- Distributing parts to mechanics.
- Maintaining a clean work environment, organizing containers and trailers where parts are kept inside.
- Daily use of Forklift and Pallet jack for moving company vehicle parts.

**Warehouse Laborer**, Florida Beauty Express, Doral, FL  
01/2014 – 07/2014

- Responsible for breaking down pallets of incoming cargo.
- Pulling orders.
- Repacking orders for special clients.
- Scanning inventory.
- Daily use of Forklift and Pallet jack.

**Catering Specialist**, Inktel Direct, Doral, FL  
10/2013 – 01/2014

- Responsible for taking catering orders placed by high-end clients, e.g. GlaxoSmithKline, Pfizer, Merck.
- Maintained average handle time of 6 minutes per call.
- Daily interaction with Area Managers for Boston Market.
- Provide excellent customer service.

**Marble Installer/Setter**, Alberto Hernandez Tile & Marble, Sunny Isles, FL  
06/2013 – 10/2013

- Responsible for grouting finished marble installation.
- Polish finished set marble.
- Maintain work area clean.
- Maintain proper mixing adequate products for daily use.

**Inventory Control/Receiving**, Rock Garden, Doral, FL  
08/2012 – 04/2013

- Provided daily data entry of product inventory in Excel for the business.
- Managed quality control.
- Maintained proper sanitary requirements in warehouse cooler.
- Daily use of electrical and manual pallet jack and forklift.
- Received cargo shipments daily also responsible for breaking down/organizing pallets.

## **SKILLS**

### **Communication Skills**

- Fluent in Spanish (oral as well as written)

### **Computer Skills**

- Broad knowledge of Microsoft programs such as Word, Excel

REFERENCES AVAILABLE UPON REQUEST