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Ryan Vincent Gagliardo

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| Objective  Education  Work  Experience  Languages  Skills | Old Fashioned Judeo-Christian Faith, Family, Old World Farming  September 1998 – May 2002 Nyack, NY  **Nyack College**   * Bachelor of Arts in Religion – Magna Cum Laude   May 2010 - Present Morganton, NC  **Norell, Inc.**   * Meticulous routine glass inspection and organization. * Lathe and torch glass manufacturing of quartz and Pyrex, 1-10mm, thin/medium/heavy wall bottoming, valved and coaxial tube assembly, constrictions, glazing, graded seal quartz to Pyrex valved tube assembly. * Centerless grinder operation using quartz, Pyrex, and plastic rods. * Wet saw glass cutting operation. * General clerical support answering phones, customer service, order entry and fulfillment via Netsuite, filing, inventory management, packaging. * International shipment processing via UPS, FedEx, and other carriers.     March 2007 – April 2010 Suffern, NY  **Law Offices of Kevin A. Stevens**   * Entered new files into database and made initial phone contact with defendants in an effort to facilitate debt payment. * Prepared and submitted summons and complaints, judgments, and a variety of other court documents in the five boroughs of New York City, throughout the State of New York, and outside New York via out of state attorney assistance. * Persistently followed up on all pending matters. * Conducted rigorous and extensive post-judgment enforcement measures, scrutinizing credit reports and all useful sources of information in an effort to ascertain defendants’ whereabouts, identity, assets, and places of employment. * Communicated extensively over the phone with defendants, clients, witnesses, and various agencies. * Provided general support and services to the attorney and staff.   September 2005 – November 2006 New Jersey  **Self-Employment**   * Translated seven educational booklets from Ivoirian French into English of approximately 30,000 words total. * General home maintenance (small home repairs, painting, landscaping). * House/pet-sitting.   French – extensive speaking, writing, reading, and translation.  Spanish – intermediate speaking, reading, and writing.  Great writing/speaking/interpersonal skills.  Very detail oriented, quick learner.  Average 60-words/minute typing.  Extensive cross-cultural experience & ministry-related travels (Ivory Coast, France, Nepal, Costa Rica, Cuba, Ireland, etc). |

References

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