

# Ryan Thomas

609.949.4357  
ryanthomas640@gmail.com

## Experience

---

### **Mailroom Associate & Van Truck Route Driver / IST Management Services**

MAR 2025 - PRESENT, NJ

- Managed daily package distribution, delivery routes, and interoffice mail using box trucks and vans.
- Maintained professional client relationships across corporate environments.

### **Operations Supervisor / United Parcel Service**

OCT 2024 - DEC 2024, NJ

Helper Coordinator—employee support, performance tracking, HR collaboration

### **Film & TV Production Assistant**

JULY 2021 - Present, Greater NYC Area

- Maintained detailed schedules and task lists to ensure adherence to timelines.
- Assisted multiple projects with tight deadlines, coordinating with various departments to ensure seamless execution.
- Coordinated logistics for high-profile productions.
- Anticipated the needs of team members and proactively addressed them to maintain smooth workflows.
- Demonstrated a keen sense of awareness to identify potential challenges before they arose.

### **Computer Tech. Assistant / Tabernacle Township School District**

OCT 2020 - SEPT 2021, NJ

Provide cloud computing, networking, and hardware support for education.

### **Assistant Manager / Kelly's Old Barney Restaurant**

MAY 2015 - SEPT 2023, NJ

Summer Employment—management, scheduling, fast-paced work environment

## Education

---

### **Fairleigh Dickinson University**

AUG 2017 - MAY 2020, NJ

BA in Film & Animation (*Magna Cum Laude*)

Minor in Business Administration

Minor in Entertainment and Business Management

University Honors Program, 2018-2019

### **Wroxton College**

FEB 2019 - MAY 2019, England

Semester abroad

## Awards

---

Eagle Scout / Boy Scouts of America (2017)