

Ryan Van Ryck DeGroot

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Motivated and dependable professional with a diverse background in logistics, customer service, and administrative support. Strong problem-solving abilities and an aptitude for math, with a proven ability to efficiently manage time-sensitive tasks and ensure on-time deliveries. Skilled in clear and effective communication with customers and team members, ensuring smooth operations and high levels of service. Experienced in high-volume environments, handling up to 400 packages per day, and capable of adapting quickly to new challenges. A former active-duty U.S. Army member with specialized training in paralegal support, known for professionalism, punctuality, and a strong work ethic. Seeking a stable, growth-oriented role that allows for continued learning and the pursuit of higher education.

WORK HISTORY

May 2024 - Jan 2025

Delivery Driver

VL Transport / Amazon Logistics, Iselin, NJ

- Loaded truck and properly secured items to prevent damage for deliveries.
- Completed on-time deliveries by choosing best and most efficient routes.
- Delivered packages to customer doorsteps and business offices.
- Read maps, followed oral, and written instructions and used GPS technology to make deliveries.
- Inspected and maintained delivery vehicles regularly to keep in safe working order.
- Loaded and unloaded various delivery vehicles with correct order and balancing.
- Complied with truck driving rules as well as company policies and procedures regarding safe vehicle operations.

December 2023 - May 2024

Front End Associate

Staples, The Office Supply Superstore, Iselin, NJ

- Replaced merchandise stock throughout check-out lines and end-cap displays.
- Performed carry-out and order preparation for pick-up services by packaging, transporting, and loading customer purchases.
- Worked flexible schedule and extra shifts to meet business needs.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.

SKILLS

- Critical thinking
- Time management
- Organizational skills
- Flexible and adaptable
- Attention to detail
- Active listening
- Continuous improvement
- Team Orientated

EDUCATION

No Degree in Computer Science

Lebanon Valley College, Annville, PA

No Degree in Paralegal Studies

Paralegal School Training Center, Fort Lee, VA | January 2023

High School Diploma

South Plainfield High School, South Plainfield, NJ | June 2019

- 3.3 GPA

- Restocked and organized merchandise in front lanes.
- Helped customers complete purchases, locate items, and join reward programs.
- Welcomed and engaged customers, offering assistance with locating or retrieving merchandise.
- Gathered shopping baskets and carts and relocated to designated areas.
- Answered questions about store policies and addressed customer concerns.
- Monitored customers for signs of security concerns and escalated issues to management.
- Prioritized helping customers over completing other routine tasks in store.
- Developed strong rapport with customers and created positive impression of business.

July 2022 - July 2023

Paralegal Specialist

US Army Active, USA

- Completed Basic Training
- Completed Advanced Individual Training
- During Training I learned too :
 - Investigated claims and prepared processing documentation.
 - Prepared and filed non-judicial punishment and other legal documents for military justice system.
 - Edited and proofread legal documents to verify accuracy.
 - Revised and finalized letters, briefs, and memos.
 - Interviewed clients to obtain information relevant to cases.

December 2021 -
February 2022

Package Handler

FedEx:Ground, Edison, NJ

- Removed jams and unblocked conveyor system to maintain flow of goods.
- Followed verbal and written instructions to properly move and ship products.
- Followed safety regulations to maintain safe work environment.
- Proved successful working within tight deadlines and a fast-paced environment.
- Moved furniture and boxes using utility dolly and truck ramp.
- Loaded and unloaded materials onto and off of trucks for fast shipment.
- Collaborated with other package handlers to provide prompt and accurate delivery of orders.

November 2021 -
December 2021

Administrative Support Assistant

American Institute, Somerset, NJ

- Maintained inventory of office supplies and placed orders.
- Volunteered to help with special projects of varying degrees of complexity.
- Assisted coworkers and staff members with special tasks on daily basis.
- Managed filing system, entered data and completed other clerical tasks.

November 2018 -
September 2021

Lead Center Sales Associate

The UPS Store Inc., South Plainfield, NJ

- Prepared merchandise for sales floor by pricing or tagging.
- Engaged with customers to effectively build rapport and lasting relationships.
- Solved customer challenges by offering relevant products and services.
- Accurately processed POS transactions, returning coin, currency, payment cards, and receipts to customers.
- Provided positive first impressions to welcome existing, new, and potential customers.
- Engaged with customers to build rapport and loyalty.
- Answered customer questions about sizing, accessories, and merchandise care.
- Organized racks and shelves to maintain store visual appeal, engage customers, and promote specific merchandise.
- Managed returns, exchanges and refunds in accordance with store policy.
- Developed strong rapport with customers and created positive impression of business.
- Managed efficient cash register operations.
- Conducted product demonstrations to highlight features and redirect objections to positive aspects.
- Delivered energetic responses to customers in-store and by telephone, going above and beyond to serve needs.
- Received incoming shipments, compared contents against associated records and transmitted to proper department.
- Packaged goods in safe containers to prepare for shipping, adhering to packaging protocols.
- Processed invoices and order forms for goods received and shipped for proof of transactions.
- Packed, secured, labeled and applied postage to materials to prepare items for shipment.

- Opened and Closed the Store

November 2020 - April
2021

Meat Wrapper

ShopRite, South Plainfield, NJ

- Protected consumers by consistently following food handling and safety guidelines.
- Weighed, wrapped and labeled meat products for sale to grocery customers.
- Upheld department presentation standards with regular cleaning.
- Replenished cases through shifts to maintain consistent sales.
- Kept shelves and display cases organized, products fronted and expired items removed.
- Offered guests top-notch service, greeting every person and assisting with needs such as locating products.
- Adhere to safety and cleanliness standards and maintained equipment.
- Wrapped meat produce to maintain quality, freshness and condition.
- Complied with food safety, hygiene and sanitation regulations for safe food preparation.
- Stocked, rotated and priced merchandise to meet store standards.