

RICHARD RUTLEDGE

/ 404 Emerywood Dr, High Point, NC / 423-794-9586 / r.chierutledge@gmail.com

| OBJECTIVE :

I am looking for an opportunity where I can be challenged to use my strengths. I am interested in a position that offers collaboration and team work. I am passionate about working with guests and other members of the team. I am dedicated to fulfill the experiences of guests with the utmost courtesy and respect. I have served in a wide range of experiences managing teams in leadership roles and also serving as a dedicated member of the team. My perspective is that all these roles are important. I love martial arts and the leadership qualities that training and teaching offers. I believe strongly in collaboration and serving the community to help others.

> | EDUCATION : SEARCY HIGH SCHOOL - Searcy, AR, High School Diploma, 2006

| SKILLS SUMMARY :

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|--------------------------------|---------------------------------|-------------------------|
| Team Work | Project Management | General Office Skills |
| Martial Arts Instruction | Bartender / Server / Craft Beer | Front-Office Operations |
| Management Skills / Leadership | Customer Service / Sales | Written Correspondence |
| Scheduling | Food Prep | Computer Savvy |
| Forklift Operation / Receiving | Photography / Creative | |

| EXPERIENCE :

RI-CHIE TAEKWONDO, **Manager / Head Instructor**, OCTOBER 2011 - PRESENT, High Point, NC / Greensboro, NC / Augusta, GA / Louisville, KY / TN, RESPONSIBILITIES: I teach private Taekwondo lessons using individualized instruction based on student needs from beginner to advanced levels. I develop curriculum and instruction for a variety of students.

CLOUDWHALE, **Design Assistant**, JULY 2018- PRESENT, High Point, NC, RESPONSIBILITIES: I serve as a design assistant helping with projects that serve socially responsible causes in the community. I work with Lead Designer, Carrie Dyer, to help assist with client projects.

THE HIVE / BEES KNEES, **Bartender / Server**, OCTOBER 2015- JULY 2018, Augusta, GA, RESPONSIBILITIES: The Hive is a 70 craft tap tapas bar located in downtown Augusta. The Hive is a local, sustainable, socially conscious operation. At The Hive I worked as a lead Bartender where I took care of guests needs by educating them about craft beer and helping them find selections that they would enjoy. I also helped pair drinks with selections on the menu.

CHEDDAR'S CAFE, **Server**, OCTOBER 2012- 2015, Augusta, GA / Louisville, KY / Johnson City, TN, RESPONSIBILITIES: I prepared and greeted table with condiments, napkins, service plates, and utensils. I helped guest select food and beverages by presenting menu; offering cocktails and appetizers and answering food preparation questions. I transmitted orders to the bar and kitchen by recording guests' choices. I responded to additional guest requirements by inquiring of needs; observing dining process. I protected the establishment and guests by adhering to sanitation, safety, and alcohol beverage control policies.

ATA KARATE, **Instructor**, NOVEMBER 2010- OCTOBER 2011, Little Rock, AR, RESPONSIBILITIES: I managed and taught a large range of Taekwondo classes from toddlers to adults and received the rank of Third Degree Black Belt. I was a mentor to students and other trainers.

WHITE COUNTY AGING PROGRAM, **Delivery**, 2008-2009, Searcy, AR, RESPONSIBILITIES: I was responsible for Food Preparation, Maintenance, and Delivery.

MATTHEW'S, **Foundry**, 2008, Searcy, AR, RESPONSIBILITIES: My job duties where: Pallet Mover, Clamp Knocker, and Vace Catcher.

LOWES, **Customer Service Assistant**, 2007, Searcy, AR, RESPONSIBILITIES: I worked with customers in the department of lawn and garden. I operated the Forklift, Orderpicker, Narrow Aisle Extended Lift, Received shipments, and executed deliveries for different appliances.

ATA BLACK BELT ACADEMY, **Assistant Manager**, 2003-2006, Searcy, AR, RESPONSIBILITIES: I managed and taught a large range of Taekwondo classes and received the rank of Certified Trainer, and Second Degree Black Belt.