

# RYAN POOR

## Legal Office Assistant

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### PROFESSIONAL EXPERIENCE

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#### THE OHIO STATE UNIVERSITY

Columbus, OH

##### Student Assistant, Office of Legal Affairs

April 2026 - Present

- Managed front office functions including phone operations, clerical tasks, and scheduling.
- Supported attorneys, paralegals, and others with administrative and operational tasks to enhance workflow.
- Assisted with building operations and IT support, ensuring seamless daily functioning across departments.
- Adapted to evolving departmental needs as a flexible resource in a fast-paced legal environment.

##### Video Production Assistant, Department of Athletics

August 2024 - December 2024

- Collaborated with a team to produce live videoboard shows for athletic events.
- Executed sponsorship and promotional elements during live sporting events.
- Showcased in-venue experiences to enhance fan engagement.

#### FIELD LOCAL SCHOOLS

Mogadore, OH

##### Substitute Teacher

January 2025 - January 2026

- Executed lesson plans to enhance student learning outcomes during teacher absences.
- Maintained classroom management to ensure an effective learning environment.
- Facilitated student engagement through interactive activities, promoting collaboration across grade levels.
- Ensured positive, productive learning environments in various subjects.

##### Office Assistant

August 2020 - June 2024

- Managed front office functions including phone operations, clerical tasks, and scheduling.
- Supported school and district leadership with administrative and operational tasks to enhance workflow.
- Assisted with building operations and IT support, ensuring seamless daily functioning across departments.
- Adapted to evolving departmental needs as a flexible resource in an educational environment.

### EDUCATION

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#### THE OHIO STATE UNIVERSITY

Columbus, OH

##### Bachelor of Arts in History

2024 - 2028

- Dean's List
- Senator in the Undergraduate Student Government / Member of Oversight and Student Affairs Committees
- Met with political and social leaders including Congresswoman Joyce Beatty

#### FIELD HIGH SCHOOL

Mogadore, OH

##### High School Diploma

2020 - 2024

- Magna Cum Laude
- Portage County Senior of the Month
- Senior Class President and Student Council Chairman
- Recipient of the Field High School Manhood Award and the President's Award for Academic Excellence

## ADDITIONAL INFORMATION

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- **Certifications:** Certified Notary Public, Substitute Teaching License, Driver's License
- **Technical Skills:** Customer Service, Communication, Attention to Detail, Time Management, Organization, Confidentiality and Document Handling, Data Entry, Microsoft Office, Constituent Engagement, IT Support, Video Production, and Graphic Design