

Dylan Malone

Business/Entrepreneurship Specialist

CONTACT



(503) 522-1318



dylanmalone33@icloud.com



www.linkedin.com/in/dylan-malone-89589b329



Portland, OR

SUMMARY

Undergraduate Business and Entrepreneurship student enrolled at LMU in my sophomore year seeking an opportunity to work and see first hand the principles of employment within Los Angeles. I have been learning about business/marketing and building successful customer relationships. I am a diligent, dedicated and responsible student who is open to learning and expanding my skills.

PROFESSIONAL EXPERIENCE

Basketball Official Location: Oregon CYO | Start Date-12/2/21 End Date- 2/9/23

Worked with the Catholic Youth Organization for over 2 years officiating games from grades 1-8. Worked in collaboration effectively with other varying officials from all age groups.

Diligently worked and learned under the supervision of the CYO. Ensured fair play by enforcing basketball rules and maintaining a safe environment for players of all skill levels/ages.

Improved the ability to make accurate and fair decisions in a fast-paced environment. Provided leadership to younger players by modeling good sportsmanship and positive behavior on and off the court.

Special Education Sports Volunteer, Location- Bustin' Barriers (OR) | Start Date-7/5/21 End Date 8/13/21

Volunteered as a instructor/supervisor that was responsible for running events and activities while managing the children's safety. Adapted sports and recreational activities to accommodate various physical and cognitive abilities, ensuring that each child could participate and benefit from the camp.

Learned to adjust teaching methods to fit the individual learning and communication styles of each child. Utilized clear, simple language and visual aids to communicate instructions, making it easier for children with varying abilities to understand and participate.

Worked closely with parents, caregivers, and fellow volunteers to ensure that children's individual needs were met and that everyone was on the same page. Actively listened to children's needs, preferences, and concerns to ensure their comfort and success during their time.

Provided emotional support and encouragement, helping children build confidence and resilience in both individual and team-based activities. Ensured the safety of participants by monitoring physical health, providing first aid when necessary, and led group activities that developed fostering teamwork, inclusion, and mutual support among campers.

Warehouse Manager - Location: Northwest Auto Accessories (OR) | Start Date- 5/18/24 End Date 8/15/24

Inventory management and organization: Oversaw the organization and flow of warehouse inventory, ensuring products were easily accessible and properly stored. Managed and processed incoming shipments and coordinated outgoing deliveries to ensure timely service for customers.

Paperwork management: Accurately completed and organized paperwork for incoming deliveries, shipments, and product installations, maintaining detailed records for compliance and tracking.

Operated various delivery vehicles: (box trucks, large cargo vans, pickups) for local and long-distance deliveries across Oregon, ensuring products were delivered safely and on time.

Safely loaded, transported, and unloaded hazardous auto chemicals, ensuring proper handling and compliance with safety protocols.

Operated forklifts to load and unload heavy items, including large automotive products and hazardous materials, ensuring safety and efficiency in the warehouse. Use of boom lifts: Installed flags and banners on dealership properties using a boom lift, adhering to safety protocols to ensure safe and accurate installations.

Worked directly with customers during deliveries to confirm product installation, answer questions, and address concerns, ensuring a smooth and professional experience. Built and maintained positive relationships with customers by providing excellent service during product deliveries and ensuring customer satisfaction with every order.

Managed multiple tasks simultaneously, including paperwork, deliveries, and inventory management, while ensuring deadlines were met.

TOP SKILLS

Technical & Equipment Handling
Organization & Documentation
Problem-Solving & Adaptability
Leadership & Teamwork
Time Management & Multitasking

EDUCATION

School Name : Jesuit High School,
Loyola Marymount University
Major/Minor: Entrepreneurship/
Business Law
GPA: 3.34

HOBBIES

Basketball
Writing
Weightlifting
Photography
Electronic Gaming/Device work
Personal Development