

Kyle S. Miller

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Skills: Microsoft Office | Windows | Zoom | Notary Public | OLCC Service Permit
Oregon Food Handler's Certification | Adult and Pediatric First Aid/CPR/AED Certification
Basic Life Support Certification

Work History

Warehouse Team Member Gensco

07/2025-02/2026 Portland, OR

Works with a dedicated team to collect, sort and prepare orders for next day shipping or same day in person order pick up. Involves detailed sorting of items with a high degree of accuracy. Frequent multitasking and inter-team coordination to execute a collective order list and loading regiment for next day delivery.

Operations Assistant Manager New Seasons Market

11/2024-07/2025 Portland, OR

Responsible for over-seeing the daily operations of the Store location. Manage a team of 15 operations employees and 25-30 employees in all departments within the store including Security. Provide safety checks on equipment and store integrity at regular intervals daily. Maintain a database of vital support information, from daily logs to vendor and maintenance services. Regular email correspondence with internal and external contacts. Scheduling and execution of equipment servicing.

Site Manager Ricoh USA, Workplace Services

06/2021-04/2024 Portland, OR

Responsible for all Conference Center and Hospitality needs for the headquarters office of the law firm, Schwabe. Managed a team of employees varying from 3-8 people depending on the firm's needs. Clearly communicated with all Schwabe personnel, including lawyers of all levels, the Chiefs and other firm leadership, and firm support staff. Maintained clear communication with a keen ability to organize the various details of client-facing or internal firm meetings, and external events. Regularly coordinated with third party vendors for services such as catering, supplies, and other logistical needs. Oversaw keeping a supply of materials in stock for the firm such as snacks, beverages, cleaning supplies, and various types of equipment. Also tasked with supplying staff for the main Reception desk, filling in myself as needed.

Rental Agent Dollar Rent-A-Car

04/2016-6/2021 Portland, OR

Assisted customers with all aspects of the rental process, getting them setup or closed out with their rental vehicle booking. Adjusted reservations as needed for individual client reservations and larger corporate account vehicle reservations. Besides rental agent duties, I was a keyholder and performed opening and closing tasks as required. Handled sensitive information like safe combinations, corporate credit card details, as well as sensitive customer information, such as contact info, or occasionally social security numbers. Often, I was the sole person at the downtown location and performed all duties needed on a day-to-day basis.

Associate Supervisor Portland State Bookstore

01/2012-06/2016 Portland, OR

Primary duties were customer service: handling returns, incoming calls, and typical transactions. Occasional coverage in the Textbooks Department, helping PSU students and professors locate course books and materials, and provide them with important information about alternatives and their likely needs. Quarterly each year, I'd perform "buyback" duties for end of term purchasing. This also included the supervising and training of up to 10 temporary employees hired for the "rush period" beginning and end of each term, in addition to permanent staff.

Recreational Game Operator PSU Athletics Department 09/2012-09/2014 Portland, OR

Assisted in the set up and tear down of various components for Portland State University (PSU) Athletics Department games and events. This role involved working at different locations such as at Providence Park and on the PSU campus.

Shift Supervisor Burger King 03/2007-03/2010 Boise, ID

Managed a team of approximately ten people. A key holder responsible for supervising food handling, employee safety, and handling multiple cash loads for registers throughout each shift. Maintained a ServeSafe certification for duration of position.

Volunteering

BoyStrength

2016-2020

Go-to trainer for volunteer instructors, responsible for teaching the instructor curriculum, and familiarize them with the preferred methods to teach BoyStrength courses.

Coordinated communication between new volunteers and helped manage the BoyStrength program's social media accounts.

Sexual & Gender Minority Youth Resource Center (SMYRC)

Fall 2015

Volunteered at the Sexual & Gender Minority Youth Resource Center (SMYRC) in Fall 2015 as part of my Senior Capstone at Portland State during the fall of 2015. During my time I planned multiple events for the youth, organized donation inventory, and was involved in onsite cleaning projects to create the best environment. Much of my time was spent with the youth, engaging them in conversation and helping to ensure that they felt safe.

Education

Bachelor of Arts, Criminology & Criminal Justice
Portland State University Portland, OR

High School Diploma
Arroyo Grande High School Arroyo Grande, CA

References

John Hendricks, Senior Site Manager
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Past Employer Contacts

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