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|  | | | A B O U T M E |  | |  | Tyler English Objective Creating a holistic approach between public relations and marketing. I seek to establish a pathway between my education and real word experience that provides structure for my career path. Accomplished and experienced student with an alacritous approach to every task. Skills  |  |  | | --- | --- | | * Time Management | * Computer Efficiency | | * Data Collection and Entry | * Leadership Experience | | * Analytical Problem Solving | * Client Relations | | * Potential Conflict Management | * Schedule Coordinating |  ExperienceCampaign coordinator *LifeShare of Oklahoma*  * Planned events to promote the interest of organ donation within the community. * Conducted interviews with past organ donors and recipients. * Created a social media campaign to build interest around LifeShare and their mission. * Collected data through surveys and polls from members of the community.  Client Service Specialist *3C’s Training Group*  * Intake client request for training and development. * Follow-up with clients on proposed revisions throughout the design and development process. * Register clients for scheduled in-person and virtual training sessions and processing applicable payments. * Collected media release forms from training participants and captured images of live training interactions. * Performed other administrative tasks as necessary.  Shift Lead *IN-N-Out Burger*  * Upheld a high standard of customer service through accurately recalling customers’ orders. * Practiced de-escalation techniques during fast-paced operations. * Mastered the POS system used by the company to accurately track inventory and orders. * Followed sanitary protocol issued by higher ups regarding food safety. * Trained new team members on specific protocol and procedures according to their skill levels. * Performed necessary, yet unassigned tasked once personal assignments were completed. * Accurately handled both physical and electronic transactions in a swift yet professional manner. * Ensured a positive experience amongst customers. |
| Proactive thinker with a strong emphasis on team dynamics, comfortable in lead positions where delegation and schedule coordination matter. Proficient in Office 365, Adobe Creative Cloud, social media management, and delegation of resources. | | | | | |
|  | C O N T A C T | | | |  |  |
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| ORAL ROBERTS UNIVERSITY Tulsa, OK 74171   * Public Relations and Advertising * Computer Science | |  | | | |
|  | | Marketing  Public Relations and Advertising  2023 | | | |

