

# Dylan Seba

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(248) 214-1696

## EDUCATION

**Michigan State University**, East Lansing, MI  
**Bachelors in Information Science** | Expected May 2026  
Dean's List: Fall 2022, Spring 2023, Fall 2023, Spring 2024

**Novi High School**, Novi, MI  
High School Diploma | GPA: 3.8/4.0 | June 2022  
Honor Roll • Varsity Choir Member

## RELEVANT COURSEWORK

- Bringing Media to Market (MI 301)
- Digital Business and Commerce (MI 472)
- IT Network Management and Security (MI 361)
- Information and Society (MI 304)
- Introduction to Applied Programming (MI 250)
- Introduction to Information Science (MI 201)
- Methods for Understanding Users (MI 220)
- Topics in Information Science (MI 401)
- Understanding Media and Information (MI 101)
- Web Design and Development (MI 349)
- Web Design in Media Settings (CAS 204)

## EXPERIENCE

**Tubby's Sub Shops**, West Bloomfield, MI

May 2017 – August 2022

- Enforced customer service standards and resolved customer problems to uphold quality service.
- Completed thorough opening, closing and shift change functions to maintain

- operational standards each day.
- Assigned tasks to associates to fit skill levels and maximize team performance.
- Recruited and hired qualified candidates to fill open positions.
- Communicated company directives and programs to associates and ensured all
- follow-up items were completed accurately and timely.
- Exercised good judgment and decision-making in escalating concerns and
- resolving issues.
- Conducted quality, timely performance feedback and performance appraisals.
- Monitored staff performance and addressed issues.
- Enhanced team member performance through use of strategic and tactical
- approaches, motivational coaching and training.

## **HONORS AND ACTIVITIES**

### **Dean's List (Spring 2024)**

Michigan State University, May 2024

### **Dean's List (Fall 2023)**

Michigan State University, December 2023

### **Dean's List (Spring 2023)**

Michigan State University, May 2023

### **Dean's List (Fall 2022)**

Michigan State University, December 2022

**Novi High School Varsity Choir, *Member***

Aug 2018 – Jun 2022

**Novi High School Honor Roll, *Member***

Aug 2018 – Jun 2022

**200+ Volunteer Hours at SpringHill Camps, *Volunteer***

July 2018 - July 2020

## **SKILLS**

- **Reliable & Trustworthy**
- **Critical Thinking**
- **Good Work Ethic**
- **Planning and Organizing**
- **Friendly, Positive Attitude**
- **Fast learner with adaptability**
- **Organized and goal-focused**
- **Strong time management**