

Tysen Lewis

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Education

- Major in Business Management
- Minor in Spanish
- Currently enrolled at Brigham Young University
- 3.85 GPA

Experience/ Profile

- **Cleaner/Manager, 2 Virtual Hosts, Eden, Utah April 2020 – December 2020**
 - Assisted in Airbnb management and maintenance
 - Managed and directed cleaning crews and guest requests
 - Managed and regulated monthly accounting such as invoices, net income, payroll, etc.
- **Full time Volunteer (LDS Mission), Church of Jesus Christ of Latter-day Saints, Lima, Perú, June 2018 – April 2020**
 - Organized meetings of groups of 30 or more to measure work effectiveness on a weekly and monthly basis
 - Managed expenditures of volunteer groups
- **Accounting/Books Manager, 2 Virtual Hosts, Eden, Utah January 2022 –**
 - Manage and regulate monthly accounting such as invoices, net income, payroll, etc.

Skills/ Other experience

- Proficient with Microsoft office and Excel Spreadsheets
- Proficient in database analysis through SQL and PivotTables
- Proficient in BI data analysis through Tableau
- Basic web development and programming skills
- Fluent in the Spanish language
- Graduated from Rapport Leadership Training camp in Fall 2017
- Years of experience in leadership positions, managing groups of individuals

References given upon request