

# Tyler Greene

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*Content writer with 3 years of online writing and content creation experience. Managed and written two personal blogs on different topics while focusing on web design, topic research, and SEO. A self-starter with a proven track record of meeting and exceeding strict deadlines. A quick learner with a knack for problem solving and the ability to keep composure while under pressure.*

## Professional Experience

[THEGREENETEAM](#), TWIN LAKES, WI

*Content Writer, April 2020–Present*

- Uses SEO and keyword research tools to determine topics best suited for ranking in search while engaging our current audience
- Pulls from university, work, and [past writing experience](#) to create canny yet readable blog posts
- Balances our two main focuses of educating and entertaining with some posts focusing on one or the other, and some posts focused on both
- Continually expanding knowledge of WordPress platform and the ins and outs of themes and applicable plugins

TWIN LAKES COUNTRY CLUB, TWIN LAKES, WI

*Assistant General Manager, April 2021–Present*

- Managed golf shop and responsible for maintaining positive company image with walk-in customers
- Focused heavily on writing professional and concise emails to sales reps, members, management, and employees
- Trained new and existing employees on software applications and troubleshoot both hardware and software platforms

## Extra Curriculars

HOPE INTERNATIONAL UNIVERSITY, FULLERTON, CA

*SGA Communications Senator, August 2019–May 2020*

- Composed written, photo, and video content for upcoming events and activities
- Worked alongside Marketing Senator to maintain brand image on social media and print platforms
- Efficiently managed time and projects to meet strict deadlines while balancing course load, part-time work, and volleyball schedule

## Education

HOPE INTERNATIONAL UNIVERSITY, FULLERTON, CA

*Bachelor of Arts (BA) Accounting*

- 3.4 GPA, Phi Beta Lambda Business Club Leader, Communication Senator for Student Government Association, Teachers Assistant for Chair of College of Business and Management

## Additional Skills

- Knowledge of HTML, CSS, JavaScript, Salesforce, Excel, Photography, Videography, and Design