

Tyler Gardner

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WORK EXPERIENCE

Unicity International, Orem, UT, 07/11-Present

- **Front End Web Developer**
 - Familiar with Javascript, Angular, Git, jQuery, Gulp, Less, Bootstrap, HTML/CSS.
 - Tasked with creating multiple sites to help increase sales.
 - Work with other departments in getting requirements for projects.
 - Able to self-teach and learn very quickly.
- **Customer Service Supervisor**
 - Increased employee efficiency by 8.20% while taking on several new markets.
 - Increased calls handled by 5.72% while taking on above-mentioned markets.
 - Created a new Excel reporting system, which created an 8% increase in call utilization.
 - Increased in the overall call center quality average by 2% over a two year period.
 - Used Excel on a regular basis to analyze reports using; VLookup, Pivot Tables, Arrays, etc..
 - Developed reporting functions that provided useful feedback on information gleaned from the field.
 - Proven track record with workforce management which includes hiring processes, scheduling, and creating reports.

INTERNSHIP EXPERIENCE

Town of Vineyard, Orem, UT, 09/14 – 12/14

- **Finance Intern**
 - Reviewed and assisted with completing bank reconciliations.
 - Completed and submitted accounts payable.
 - Reviewed hours and processed payroll.
 - Completed and submitted accounts receivable.

SPECIAL PROJECTS

- Was sent to Puerto Rico to hire, train, create processes, and an inventory system for a product pick-up center. Was able to help create a 50% increase in employee efficiency.
- Was tasked to create a website to begin a new marketing campaign and way of selling our products (www.unicitymatcha.com).

EDUCATION

- **DevMountain:** 12 week, part-time, web-development boot camp. Completed June 2015
- **Bachelor of Science:** Finance. *Utah Valley University, Orem, UT* Completed December 2014
- **Minor:** Spanish. *Utah Valley University, Orem, UT* Completed April 2013

RELEVANT COURSE WORK

Strictly Business: The Dale Carnegie Immersion Seminar

Financial Management
Management of Financial Institutions
Tax Planning

Risk Management and Insurance
Strategic Management
Investment Management

Managerial Statistics
Managerial Economics