**JAMES TINLEY**

616 McDivitt Drive

New Lenox, IL 60451

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**OBJECTIVE**

To obtain a position as a financial analyst.

**EDUCATION**

**Bachelor of Science** May 2015

**Lewis University**, Romeoville, IL

Major: **Economics**

**Study Abroad** January 2013 – June 2013

**University College Dublin**, Ireland

**EXPERIENCE**

**Parts Department Associate** June 2013 – Present

**Community Honda**, Orland Park, IL

* Assist manager with maintaining inventory.
* Supervise the ordering and receiving of stock parts.
* Coordinate parts delivery to clientele with multiple drivers.
* Organize and execute large orders for clients in timely fashion.
* Utilize ADP managerial software systems.

**Student Worker, Student Life Office** October 2011 – January 2013

Lewis University, Romeoville, IL

* Assisted in providing entertainment services and programs for campus life
* Provided accommodations to student, staff, and faculty organizations
* Created and presented information on our services to incoming freshmen
* Provided various off-campus recreational opportunities for students
* Answered phones and directed calls

**ACTIVITIES**

Member, Asian Student Association

* Treasurer, October 2011– January 2013; August 2014 – Present

Member, Rugby Club

* Social and Recruitment Chair, December 2013 – August 2014

Member, Student Governing Board, January 2012 – May 2012

**HONORS AND AWARDS**

Recipient, Lasallian Academic Scholarship, all semesters

Dean’s list, spring 2015

**COMPUTER SKILLS**

Proficient in Microsoft Word, Excel, PowerPoint, and Access

References available upon request.