

Tyler Evans

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Professional Summary

Proactive, detail orientated multitasker with cross functional experience who has mastery in the following areas:

- **Tools:** MS Office, G Suite, QuickBooks, Jira, Trello, Slack, Zoom, Millennium, SQL, Git
- **Soft skills:** Conflict Management, Logical Reasoning, Time Management, Teamwork
- **Multilingual:** English, Mandarin and Cantonese

Education

San Francisco State University	San Francisco, CA	05/2018
Bachelor of Science in Computer Science		GPA 3.7

Professional Experience

Accounting Specialist

Payroll Resource Group	San Francisco, CA	11/2019 – present
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- Increased company accuracy and productivity when filing account payments for withholding tax returns, unemployment, paid family leave, and workers' compensation tax returns nationwide.
- Coordinated employees' W2 forms with government agencies and resolved any tax related issues.
- Registered and updated tax accounts for clients with multi-state needs.
- Supported accounting department with booking invoices and payments via QuickBooks.

Voting Center Representative

City and County of San Francisco

Department of Election	San Francisco, CA	11/2019 - 03/2019
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- Successfully served 2019 Municipal Election and 2020 Presidential Primary Election.
- Assisted voter registration, updated registration information, marked and cast ballots, and obtained replacement ballots.

Customer Service Representative

Sterling Bank & Trust, FSB	San Francisco, CA	10/2018 - 6/2019
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- Managed accounts for personal, business, loans, trusts and IRA.
- Fostered successful client relationships and experiences while maintaining company policy.
- Successfully explained and cross-sold financial products to clients after assessing their needs.
- Partnered with financial services and loan officers when appropriate.