

Tyler Evans

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Professional Summary

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

- **Tools:** Git, HTML, CSS, JavaScript, MS Office, G Suite, QuickBooks, Jira, Trello, Slack, Zoom, Millennium, SQL, 1Password
 - **Soft skills:** Customer Service, Conflict Management, Logical Reasoning, Time Management, Teamwork
 - **Multilingual:** English, Mandarin and Cantonese
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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
<ul style="list-style-type: none">• 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.		

Enumerator

U.S. Census Bureau	San Francisco, CA	08/2020 - 09/2020
<ul style="list-style-type: none">• Visited assigned neighborhoods and knocked on doors of households that had not yet participated in the Census.• Interviewed residents in assigned areas, explaining the purpose of the Census, answering their questions, and recording their answers.		

Voting Center Representative

City and County of San Francisco		
Department of Election	San Francisco, CA	11/2019 - 03/2020
<ul style="list-style-type: none">• 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	San Francisco, CA	10/2018 - 6/2019
<ul style="list-style-type: none">• 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.		