

# Tyler Lehren

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(203) 556-6329 35 Rose St Burlington, VT

[Portfolio](#) [GitHub](#)

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## WORK EXPERIENCE

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### Northeastern University

October 2018 – Present

*Administrative Support & Data Manager*

*Boston, MA/Remote*

- Support a team of 12 faculty members with creative administrative and technological improvements to new & existing processes.
- Collaborate with the Business Intelligence Developer to troubleshoot complex technological problems.
- Facilitated and conducted trainings for multiple software shifts for the team including Dropbox, Google Suite, and Microsoft Teams/SharePoint.
- Maintain and ensure integrity of a large database of student & employer data for 600+ users every semester.
- Hire and supervise upper-class student peer mentors.

### Chisholm Institute

January 2018 – May 2018

*Enrollment Advisor*

*Melbourne, Australia*

- Conducted 1-on-1 enrollment interviews with clients, advising and guiding them through the enrollment process.
- Managed a caseload of clients using call, text, and email to provide support and guidance.
- Corresponded with and provided accurate course advice to prospective students in line with their career goals to ensure student satisfaction.

## SELECT WEB DEVELOPMENT EXPERIENCE

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### Two Stroke Motors Band Website

March 2021

[Live Site](#) - [Code](#)

- Designed & developed a band website for Burlington's Two Stroke Motors using HTML5, CSS3, & JavaScript.
- Created a flexible responsive layout using CSS flex, grid, and media queries.
- Maintained a consistent design throughout using CSS custom properties.

### Duncan Hatch Art Portfolio Website

June 2020

[Live Site](#)

- Designed & built a portfolio website for animator Duncan Hatch using WordPress & Elementor Page Builder.
- Ensured responsiveness by testing on multiple browsers & devices.
- Coordinated site hosting & domain procurement to ensure optimal site performance.

## EDUCATION

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### Suffolk University

May 2017

*Dual B.S., History & Philosophy*

*Boston, MA*

- Cum laude, History Honors Society, Philosophy Honors Society
- Studied abroad in Madrid, Spain during fall 2015 semester
- President of the Jazz Ensemble

## SKILLS & INTERESTS

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### Skills & Certificates

- **Advanced:** Microsoft 365, GSuite
- **Intermediate:** HTML5, CSS3, JavaScript, UI/UX Design, WordPress, Elementor, GitHub, Logic Pro
- **Beginner:** Adobe CC, Final Cut Pro, Spanish
- **Soft Skills:** Critical thinking, creativity, collaboration, problem solving, written & oral communication, customer service
- **Certificates:** freeCodeCamp Responsive Web Design (Complete), freeCodeCamp JavaScript (In progress)

**Interests:** Playing guitar, yoga, hiking, swimming, gardening, BBQ, design, politics, live music, Reddit, beer.