Tyler Lehren

tmlehren@gmail.com   (203) 556-6329 35 Rose St Burlington, VT   GitHub LinkedIn

WORK EXPERIENCE

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.

WEB DEVELOPMENT EXPERIENCE

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

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

Skills & Certificates
- **Advanced:** Microsoft 365, GSuite
- **Intermediate:** HTML5, CSS3, WordPress, Elementor Page Builder, GitHub, Logic Pro
- **Beginner:** JavaScript, UI/UX Design, 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.