

# Tyler Dahlgren

Hello, my name is Tyler Dahlgren and I do not have enough room here to type about myself.

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## EXPERIENCE

### **Hudson Insurance, Calabasas — Admin. Assistant**

JULY 2013 - 2017

I worked for Hudson Insurance during highschool and quit before I left for college. I was in charge of typical office activities such as: scheduling meetings, updating the file system, and inputting data into the Surety database. I worked closely with management to be able to better organize and streamline operations, while also working with underwriters and other staff.

### **Target, Woodland Hills — Fulfilment Expert**

OCTOBER 2019 - JANUARY 2020

I was responsible for online order pick ups and warehouse packaging during the seasonal period, with an upwards of 1600 packages a day. My typical tasks were to navigate the back warehouse/store while pulling items to fulfill the customers order. After closing i was also responsible for packing and building pallets for the holiday orders.

### **Notary Signing Agent, California — Signing Agent**

JUNE 2019 -

I am currently self employed as a Notary Signing Agent in the state of California. I am responsible for notarizing and walking buyers through the loan signing portion of a variety of loans. I also am a public notary, notarizing affidavits, jurats, and acknowledgments just to name a few.

## EDUCATION

### **San Francisco State University, San Francisco — B.A. HISTORY w/ a minor in Classics**

AUGUST 2017 - MAY 2019

I graduated from SFSU in may of 2019 with a GPA of 3.65 and a minor in classical literature.

## SKILLS

Can Type 80 wpm.

Proficient in EXCEL/WORD.

Good at Public  
Speaking(volunteers as a  
docent).

## HONORS

PHI THETA KAPPA Scholastic  
honor society.

PHI ALPHA THETA History  
honors society.

CUM LAUDE Graduate with a  
GPA above 3.5

## PROGRAMMING/MARKUP LANGUAGES

HTML, CSS, JAVASCRIPT  
(AJAX,JQUERY,NODE.JS),

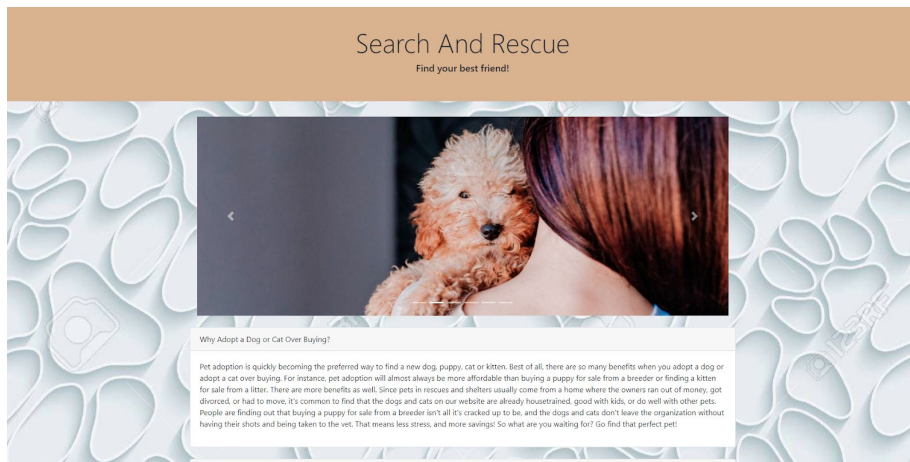
# University California Los Angeles, Los Angeles — Coding cert

OCTOBER 2020 - JANUARY 20201

I am currently still enrolled in this bootcamp.

## PROJECTS

### Search and Rescue— *WebBrowsers application*



In this project me and a group of developers managed to create an application utilizing the Petfinder API to be able to better connect rescue animals with potential owners.

If you would like to know more about this project check out the github repository:  
<https://github.com/candygarcia014/search-and-rescue>