

## **Tyler E. Richards**

71 Jack Road  
Williamsville, NY, 14221  
716-207-4407  
tylerric@buffalo.edu

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<b>OBJECTIVE</b>	To end up in a career that involves either a Marketing or Human Resource management background
<b>EDUCATION</b>	UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK Bachelor of Science in Business Administration, May 2018 <b>Marketing</b> and Human Resource Management GPA: 3.31/4.00
<b>EXPERIENCE</b>	<b>Tops Friendly Markets, Williamsville, NY</b> <b>Cashier</b> , July 2012 - April 2014 <ul style="list-style-type: none"><li>• Processed customer transactions</li><li>• Provided exceptional customer service during customer transactions</li><li>• Played as a team member, when we were busy I would help others if they needed it</li><li>• Switched positions occasionally and was in charge of going down aisles and ensuring that products were organized and neat</li></ul> <b>Delta Sonic, East Amherst, NY</b> <b>Delta Technician Level II (Lead)</b> , April 2014 - Present <ul style="list-style-type: none"><li>• Individually completed express details on customers cars ensuring there satisfaction was met</li><li>• Consistently helped any coworker who needed assistance at work</li><li>• Trained newly hired employees on how to properly execute cleaning a car in our detail shop as well as how to properly power wash and wipe down a car</li><li>• Executed closing and opening operations to help set up for the day or close down for the day</li></ul>
<b>COMPUTER SKILLS</b>	Excel, PowerPoint, Word, Access, POS Software
<b>ACTIVITIES</b>	Intermural hockey