

Tyler E. Richards

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OBJECTIVE To end up in a career that involves either a Marketing or Human Resource management background

EDUCATION UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK
Bachelor of Science in Business Administration, May 2018
Marketing and Human Resource Management
GPA: 3.31/4.00

EXPERIENCE **Tops Friendly Markets, Williamsville, NY**
Cashier, July 2012 - April 2014

- Processed customer transactions
- Provided exceptional customer service during customer transactions
- Played as a team member, when we were busy I would help others if they needed it
- Switched positions occasionally and was in charge of going down aisles and ensuring that products were organized and neat

Delta Sonic, East Amherst, NY
Delta Technician Level II (Lead), April 2014 - Present

- Individually completed express details on customers cars ensuring there satisfaction was met
- Consistently helped any coworker who needed assistance at work
- 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
- Executed closing and opening operations to help set up for the day or close down for the day

COMPUTER SKILLS Excel, PowerPoint, Word, Access, POS Software

ACTIVITIES Intermural hockey