

Tyler Young

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Professional Summary

Hardworking and reliable Business Administration student with customer service and administrative support experience. Proven team player with strong communication, multitasking, and organizational skills. Seeking an entry-level business or administrative role to contribute to team success.

Education

Bachelor of Business Administration (BBA)

Point Park University, Pittsburgh, PA

Expected Graduation: May 8, 2026

- Relevant Coursework: Principles of Management, Accounting, Marketing, Business Communication, Economics

Skills

- Administrative Support & Office Operations
 - Customer Service & Professional Communication
 - Microsoft Office (Word, Excel, PowerPoint, Outlook)
 - Data Entry, Scheduling & Record Management
 - Time Management, Multitasking & Team Collaboration
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Experience

Server

Buffalo Wild Wings

December 2021 – Present - Delivered high-quality customer service in a fast-paced environment while managing multiple tables - Processed orders and payments accurately; maintained professionalism under pressure - Collaborated with team members to ensure efficient operations and positive guest experiences

References

Available upon request