

Tyler Okafor

Business Administration Student

tyler.okafor@email.com (555) 012-7719 Tempe, AZ

ABOUT ME

Second-year business administration student at Arizona State University (3.6 GPA) with a 15-hour-a-week front desk job. Looking for a summer role in operations or customer support.

WORK EXPERIENCE

Front Desk Assistant

September 2024 - present

Saguaro Point Fitness

- Check in up to 400 members a shift and handle memberships, guest passes and equipment rentals.
- Trained 6 new front-desk hires on the check-in system and the opening checklist.
- Built a shared shift-swap spreadsheet that cut unfilled shifts from about five a month to one.

Cashier

June 2023 - August 2024

Hilltop Family Grocery

- Ran a register on summer and weekend shifts, handling cash and card payments for 150 to 200 customers a day.
- Closed out the register without a cash discrepancy on every audited shift in 2024.

EDUCATION

Arizona State University

August 2024 - May 2028

Bachelor of Science in Business Administration, expected May 2028, GPA 3.6

SKILLS

Technical Skills: Microsoft Excel, Google Sheets, Point-of-sale systems, Cash handling, Canva

Soft Skills: Customer service, Training new staff, Reliability

LANGUAGES

English – Native, Spanish – Intermediate

CERTIFICATES & COURSES

Adult First Aid/CPR/AED

American Red Cross · September 2024

PROJECTS

Loyalty program proposal for a local coffee shop, Principles of Marketing

Led a four-person team that surveyed 120 customers; the owner piloted our loyalty card in spring 2025.

ACTIVITIES

Treasurer, Finance and Investment Club

Manage the club's \$4,200 annual budget and process reimbursements for 60 members.

Volunteer tutor, Eastside Library homework club

Tutor middle-school students in math two evenings a month.