

TYLER JAMES HUNT

1901 Lupton Ln., Claremore, OK 74019

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☎ (918) 859-0941

EDUCATION

Bachelors of Business Administration in Accounting
Northeastern State University | Tahlequah, OK

Graduated: Dec 2021

- Minor in Marketing

Associates of Science in Accounting
Tulsa Community College | Tulsa, OK

Graduated: May 2018

WORK EXPERIENCE

Dishwasher
FBC Enterprises, LLC. (J. Farleys Pub) | Claremore, OK

Aug 2022 - Nov 2023

- Sprayed/rinsed food from dishes, utensils, drink cups, cooking ware, food storage containers, etc.
- Put back kitchenware in its proper place.
- Washed, rinsed, and sanitized kitchenware items that are too big for dishwasher.
- Took out trash and recycling
- Swept and cleaned up parking lot
- Cleaned and maintained restrooms.

Busser/Cashier
Flynn Restaurant Group (Arbys) | Claremore, OK

Jun 2022 - Aug 2022

- Washed and straightened tables.
- Took out the trash.
- Kept fountain drink area clean, organized and in stock.
- Swept the floor when not busy.
- Handled money in cash register when taking order.

HARD TECHNICAL SKILLS

- Data Analysis
- Microsoft Office (Excel, PowerPoint, Word)
- Online Research
- QuickBooks Online

RELEVANT COURSES

Northeastern State University

- Accounting Ethics Fall 2019
- Cost Accounting I and II Summer and Spring 2021
- Auditing I, Business Strategy Fall 2020
- Accounting Information Systems Spring 2020
- Intermediate Accounting I and II Spring 2019 and Spring 2020
- Income Tax Accounting Fall 2019

Tulsa Community College

- Managerial Accounting Fall 2017
- Financial Accounting Spring 2017

INDUSTRY SPECIFIC TRAINING

QuickBooks Online Course
Tulsa Community College

Apr 2024

H&R Block Income Tax Course
H&R Block

Feb 2023