

Tylar Weber

305 Smithfield Road Wallingford, PA 19086 | Cell: (484) 883 7353 | tylarnicoleweber@gmail.com |
Portfolio: <http://tylarweber.com/>

Experience

Temple University | Philadelphia, PA | *Project Coordinator* | June 2017 - Current

- Served as project manager for multiple portfolios & as a liaison for campus partners
- Organized and ran meetings & conference calls
- Collaborated with team to produce ideas for projects
- Build production schedules to insure timely completion of projects
- Helped team meet deadlines by routing projects to portfolio managers for approval
- Completed administrative tasks to insure office runs more efficiently

Connect by Night | Upper Darby, PA | *Volunteer* | September 2017 - Current

- Helped cook, serve food and gave out clothes to men & women staying at shelter

Multiple Sclerosis Society | Philadelphia, PA | *Volunteer* | July 2014 – September 2017

- Communicated with potential race participants via phone calls
- Registered & directed people for MS walk
- Took & published photographs of volunteers, individual participants & teams for 5 MS walks

Child and Family Connects | Philadelphia, PA | *Photographer* | April 2017

- Photographed staff, investors, friends & family for website
- Recorded, edited & created video to promote new program

Hotties 4 Humanity | Philadelphia, PA | *Photographer* | March 2017

- Photographed client, friends, & family for fundraiser
- Published photos on social media to promote non-profit organization

Crimson & Grey | Philadelphia, PA | *Editor* | August 2014 – January 2017

- Attended bi-monthly meetings to discuss submissions & develop ideas for book layout
- Organized members when attending literary events
- Published my photography in the literary magazine

Hey Frase Podcast | Washington, D.C. | *Video Producer* | May 2016 – August 2016

- Managed social media sites such as Snapchat, Twitter, Facebook & YouTube
- Video recorded live show
- Edited video & published segments on Hey Frase's YouTube page

Transfer Orientation | Saint Joseph's University | *Leader* | January 2015 – December 2016

- Served as initial contact for transfer students by assisting them with acclimation to SJU
- Mentored students throughout orientation by attending events, answering questions & giving campus tours

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Maguire Scholars 6-Steps to Success | Philadelphia, PA | *Mentor* | October 2015 – April 2016

- Mentored high school students & helped nurture their self-confidence by creating safe environment to learn in
- Created curriculum to teach students the four pillars of integrity, discipline & responsibility

Plan Ahead Events | Doylestown, PA | *Assistant* | April 2015 – June 2015

- Created & promoted brand on social media platforms
- Assisted in administrative tasks to insure office runs more effectively
- Attended team building seminars

Language & Skills

- French: Intermediate – speaking, reading & writing
- Leadership
- Public Speaking
- Outlook
- Google+
- WordPress
- Adobe Suite
- SLR/DSRL photography, printing & developing film
- HTML & CSS coding

Study Abroad

American University of Rome | Italy | Summer 2015

Saint Joseph's University | New Zealand | Winter 2015

Education

Saint Joseph's University | Philadelphia, PA | GPA 3.2 | Bachelor of Arts in Communications Studies