

# Tylar Weber

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Portfolio: <http://tylarweber.com/>

## Experience

### **Montgomery County Community College | Blue Bell, PA | *Marketing & Communications Coordinator* | February 2018 - Current**

- Managed projects by sending assets to design company, reviewing & approving drafts, & sending final copy to the appropriate person
- Documented campus events by photographing, editing & uploading photos to internal database
- Resized & uploaded photos to new website
- Migrated content from old site to new site
- Audited new website for any errors before publishing
- Assisted in replacing broken links & fixed other issues on new site once live
- Responsible for gathering information & adding events to calendar on college website

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

- Helped cook & serve food to homeless
- Gave out clothes to men & women staying at shelter
- Raised money for shelter by selling raffle tickets at fundraiser

### **Multiple Sclerosis Society | Philadelphia, PA | *Volunteer* | July 2014 - Current**

- Communicated with potential bike race participants via phone calls
- Created bike race packets for participants
- Registered & directed people for MS walk
- Took & published photographs of volunteers, individual participants, & teams for more than 8 MS walks
- Assisted in setting & cleaning up MS walks

### **Temple University | Philadelphia, PA | *Project Coordinator* | June 2017 - January 2018**

- 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

### **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

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## **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

## **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

## **Skills & Language**

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

## **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**