

TYLER J. WOOD

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OBJECTIVE

Seeking a position in the insurance field to utilize my educational training, customer service skills and mathematical abilities to allow me to make a positive contribution to the organization.

EDUCATION

Illinois State University
Majors: Insurance

GPA: 3.00
May 2010

Highland Community College
General Studies

Freeport, Illinois
May 2008

RELATED COURSEWORK

- Life & Health Insurance
- Business Finance
- Business Organization and Management
- Liability Insurance
- Property Insurance & Risk Management
- Marketing Management

SKILLS

- Determined and motivated
- Experience in Microsoft Word, Excel, PowerPoint
- Reliable, dependable, conscientious
- Organizational, communication, and analytical abilities

WORK EXPERIENCE

Head Cashier, Menards Inc.

Freeport Menards, Normal Menards

June 2007 to Present

- Close department nightly with one manager
- Handle price adjustments and price discrepancies
- Make sure department is appropriately staffed
- Take physical inventory of product and resolve shortages/overages
- Monitor checkouts to ensure that they have adequate cash available

Cashier, Menards Inc.

Freeport Menards

August 2006 to June 2007

- Resolved customers' dissatisfaction regarding out of stock items, quality of their purchases and store returns
- Greet and acknowledge guests as they enter and leave store
- Maintain an awareness of all promotions and advertisements
- Communicate customer requests to management
- Merchandise shelves and organize overstock to maintain a clean department

Crew Member, Forrestville Valley School District #221

Forreton High School

May 2004 to August 2004, May 2005 to August 2005

- Assisted with janitorial tasks
- Clean and renovate
- Perform various landscaping duties

ACTIVITIES AND HONORS

- Counselor for Redbird Risk Management Challenge for High School Seniors, Summer 2009
- Gamma Iota Sigma Historian, Illinois State University (Alpha Kappa Chapter), Fall 2009 -- Present
- Gamma Iota Sigma Member, Illinois State University (Alpha Kappa Chapter), 2009 – Present
- Attended The LeaderShape Institute 2009, Illinois State University session, May 2009
- Participated in the Habitat for Humanity Collegiate Challenge Alternative Spring Break, March 2009
- Volunteered at the Chicago Cares Celebration of Service in honor of Dr. Martin Luther King, January 2009
- Financial Management Association Member, Illinois State University Chapter, 2008 – 2009
- Employee of the Week, twice at Menards Inc., Freeport, Illinois, 2006 – 2008