

TYLER STARK

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EXPERIENCE

Maranatha Bible and Missionary Conference – Muskegon, MI June 2019 – August 2024

Guest Services Agent – Front Desk (2024) and Campus Security (2023-2024)

- Managed weekly bookkeeping and facilitated timely payments for a family retreat and conference center with ~500 weekly guests and summer residents
- Played a key role in the successful migration to new POS software, including staff training, while streamlining processes by developing spreadsheet and database models to enhance efficiency and accuracy in financial tracking
- Maintained the safety and security of campus grounds and facilities; collaborated with local law enforcement to manage event groups and ensure full coverage and surveillance of grounds

Lifeguard (2023), Children's Ministry Leader (2021-2023), and Recreational Worker (2019-2020)

- Oversaw 300+ swimmers daily and ensured compliance with all safety policies and procedures; maintained facilities including quality of pool water and open/close
- Responsible for wellbeing of children – teaching classes, daily scheduling, activity design, and both creation and delivery of curriculum; leadership in all areas including character, rules, conflict resolution, & sportsmanship, and communicated daily with parents
- Responsible for mini golf course and kayaks/canoes/paddleboards - including equipment management and customer experience

Mike Braun (U.S. Senator) for Governor of Indiana – Indianapolis, IN December 2022 – August 2023

Intern – 2024 Campaign Finance Team

- Compiled and maintained accurate records of donations and event attendance to track campaign progress
- Conducted voter research and analysis, identifying key demographics and target areas for campaign outreach

Home2 Suites by Hilton – Whitestown, IN August 2022 – June 2023

Guest Services Agent – Front Desk

- Managed occupancy records and reservations, invoicing, payments, and rate negotiations in coordination with room demand and availability to maximize occupancy, revenue, and profitability
- Welcomed and registered guests, addressed inquiries, communicated services and policies, processed operational needs, shared local area highlights, and delivered a wide range of guest services to provide an outstanding customer experience

U.S. Senator Todd Young – Carmel, IN January 2022 – November 2022

Intern – 2022 Campaign Finance Team

- Researched potential donors, organized confidential donor information, and wrote letters to donors and event hosts
- Assisted in organizing team events such as hosting guest speakers and team meetings

US Soccer Federation – Cincinnati, OH and Indianapolis, IN March 2018 – July 2021

Referee and Head Referee

- Led the referee crew for competitive youth soccer matches, with full accountability for decisions, communications, and conflict resolution with players, spectators, and coaches

Chick-Fil-A – Whitestown, IN November 2020 – November 2021

Back of House Team Member

- Achieved multiple store records with team for average order efficiency, hourly output, and total revenue
- Accountable for providing remarkable customer experience through direct guest interaction, food safety, speed, and quality

Moody's Butcher Shop – Zionsville, IN

September 2021 – December 2021

Part-time Retail Sales Associate

- Trained associates to utilize multiple POS systems, to enhance customer experience and reconcile cash balances
- Applied robust knowledge of rotating product inventory to direct customers to products best suited for individual needs

EDUCATION**Hillsdale College** - *Financial Management & Economics*

Expected Graduation: May 2027

- 2x Board of Trustees Dean's List recipient
- *Pharmaceutical Sector Senior Analyst* – Investment Club
- *Co-Founder* – Hillsdale College Consulting Group

ADDITIONAL LEADERSHIP, SERVICE, AND SKILLS

- Proficient in Mandarin and expatriate in China for 2 years
- Joni and Friends, *Volunteer Counselor, serving children affected by disabilities (2018-2024)*
- Proficient in Microsoft Office, Megasyms, OnQ, Square and Toast POS, and both Python and Java programming
- CPR Certified