# TYLER A. MONCE

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**OBJECTIVE**

To attain an entry-level position in a financial environment, in order to utilize my skills and knowledge of accounting to further expand my understanding of the field.

**Education**

Portage Northern High School, Portage, MI Kalamazoo Area Mathematics and Science Center, Kalamazoo, MI

Expected Graduation, May 2009 Attended August 2005 to June 2007

Skills Acquired:

* Proficiency in an assortment of software programs including Computer Aided Design, Dream Weaver, C++ programming, Automated Accounting 8.0, and Microsoft Office programs.
* The ability to conduct and format research in a professional, scientific manner.
* Level Four Spanish Speaking Skills

Activities:

* Varsity Swimming: 2006 – Present
* U.S. Naval Sea Cadet Corps: February 2004 – April 2008
* International Baccalaureate program
* Business Professionals of America: 2008 – 2009
* Cooperative Education Internship
* Bank Teller Training Program – Facilitated by Access First FCU

Awards:

* Varsity Letter: 2007, 2008
* Most Improved Swimmer: 2007
* Quality Leadership Award, Naval Station Newport, RI: 2006
* Highest Honors: 2005 – Present
* Senior Accounting Department Award
* First in region - Financial Analyst Team – Business Professionals of America
* Fourth in state – Financial Analyst Team – Business Professionals of America
* Third place accounting exam certificate – Annual Davenport Competition

**Work experience**

D&W Fresh Market Service Clerk July 2007 to Present

525 Romence Road

Portage, MI 49024

* Maintain company property, tend to customer needs, and arrange merchandise to increase visual appeal. My responsibilities also include properly training new employees, and ensuring their success within the company.

First Community Federal Credit Union Teller June 2008 – Present

901 East Milham Avenue

Portage, MI 49024

* Educate members on beneficial products and services, stay proficient on current banking regulations, and complete financial transactions. My priorities in this position include striving for excellent member service, and maintaining a superior level of accuracy in cash handling operations.

**Volunteer Experience**

Kalamazoo County Sheriffs Department Security Manager May 2005 – May 2007

* Command evening security operations for the dog show at the Kalamazoo county fairgrounds, assuring the safety and well being of visitors, and ease of operations.

United States Navy Junior Drill Instructor June 2007

* Served as an apprentice to a Navy recruit division commander, assisting in the development of recruits from the U.S. Naval Sea Cadet Corps, at Naval Station Great Lakes, IL.

Kalamazoo Air Zoo Experience Assistant October 2005 - January 2007

* Assisted visitors in a variety of different ways to improve their visit, and performed an array of organizational tasks in order to improve efficiency.

**REFERENCES**

Available upon request