

Tyler Mosblech

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EDUCATION

Appalachian State University, Boone, NC
Major: Risk Management and Insurance (BSBA)
GPA: 3.6

WORK EXPERIENCE

App State UREC, Boone, NC January 2025 - Present

Facility Supervisor

- Enforcing safety policies and monitoring facility usage, proactively identifying and mitigating potential risks for over 500+ daily visitors.
- Consulting with staff and management to enhance fitness programs, improving member engagement and participation.
- Communicating clearly with fellow staff and visitors to ensure facility rules are understood and followed.

Front Desk Attendant

August 2024 – December 2024

- Managed check-in system and facility access, keeping accurate records to ensure smooth entry for members.
- Served as the first point of contact, communicating effectively with daily visitors and cooperating with staff to address questions or concerns.
- Assisted in daily operations to maintain efficient workflows and a welcoming environment.

Moss&Black Salon, Waxhaw, NC

May 2023 - Present

Virtual Assistant

- Managing payroll via Gusto, scheduling updates, and generating reports for a multi-service salon. Ensuring accuracy and efficiency in operations.
- Collaborating with the owner in developing and maintaining social media content calendars and website updates.
- Supporting day-to-day business operations remotely with attention to detail and confidentiality.

Publix, Lancaster, SC

September 2021- May 2023

Front Service Clerk

- Delivered timely and courteous customer service during high-volume hours, maintaining satisfaction and efficiency.
 - Assisted customers with bagging, carry-outs, and mobility supports. Providing a positive shopping experience.
 - Maintained organized workspaces and collaborated with team members to handle store rushes effectively.
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VOLUNTEER EXPERIENCE

Common Heart, Indian Trail, NC

October 2022 – Present

Volunteer

- Assisting in weekly food drives by sorting donated food at the food bank
 - Packaging and distributing food.
 - Helping provide support to underserved families in the community.
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Certifications

- AI Professional Skills Certification
- Data Visualization Certification
- Intercultural Skills Certification
- Data Analysis Certification
- Microsoft Office Specialist