

Eric J. Tyler

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EDUCATION

Northeastern University, Boston, MA **May 6, 2016**

College of Computer and Information Science (CCIS)

Bachelor of Science in Information Science and Business Administration (Finance Concentration)

Honors: 3.76/4.0 GPA, Magna Cum Laude, Dean's List

Awards: Huntington 100 (2016): Awarded annually to 100 students who have impressive experience in various areas across the university

Activities: Student Government Association; Tour Guide; Orientation Leader; Summer Study Abroad in Germany and Poland

Stanford Graduate School of Business, Stanford, CA **July 19, 2014**

Summer Institute for General Management (SIGM)

Certificate of Completion

EXPERIENCE

ExtensionEngine, Cambridge, MA

Project Manager Co-op **Jan. 2015 – Aug. 2015**

- Managed team of designers, developers, copy writers, and digital content producers to re-brand and re-design the company website
- Collaborated with clients to define user requirements and lead delivery of professional development online course for teachers implementing common core
- Crafted competitive analysis and user story definitions for online SIM card management platform

John Hancock, Boston, MA

Project Management Office Analyst Co-op **Jan. 2014 – Dec. 2014**

- Assisted mid- to senior-level managers in project staffing by managing portfolio management tool, inputting resource allocations, and creating staffing reports
- Converted 30-page methodology document into interactive training website for all software delivery disciplines
- Implemented new reporting process for projects and assessments to create more transparency and better match to company accounting standards

Software Developer Co-op **Jan. 2013 – Dec. 2013**

- Led development of new technology accounting system using C#, ASP.NET and Kendo UI resulting in \$250,000 annualized savings for the division
- Created knowledge base of divisional resources to facilitate quicker new-employee on-boarding with cross border team

STUDENT LEADERSHIP

Northeastern University Student Government Association, Boston, MA

Student Body President **May 2015 – May 2016**

Vice President for Academic Affairs **Dec. 2013 – May 2015**

- Administered annual survey on students' budget priorities, distilled data into key insights and recommendations for University's Senior Vice Presidents
- Interfaced with students and administrators to bring two new resource centers to campus
- Established resources for students including textbook exchange, policy guide, and major templates
- Ensured representation of 18,250 undergraduate students by managing and developing 100 student volunteers and overseeing annual budget of \$2.3 million

VOLUNTEER AND INTERESTS

Community: United Way Financial Agency Review, CCIS Peer Network Mentor, CCIS Major Mentor

Interests: Real Estate, Travel, Skiing