

TRISTAN FINLEY

ADMINISTRATION | FINANCE | MANAGEMENT

CONTACT INFO

 **Tristan Finley**

 Dev.Finley@Outlook.com

 **253.374.9200**

 Tacoma, Washington

ACADEMIC BACKGROUND

Devry University

*Bachelors Science | Business Management - Finance
Attending from Nov 2024 to Current*

Primary Field of Study: Investments, Securities, Global systems, Real estate finance, Risk management, International finance management and more. Learning to analyze and interpret financial statements, market trends, and advise individuals / organizations on financial decisions understanding the laws and regulations that impact the finance industry.

University Of Phoenix

Bachelors Arts | Information Technology

Attended from Nov 2016 to Jan 2020

Primary Field of Study: Computer Science. Proficient in programming and the comprehensive setup and management of servers. Possesses in-depth expertise in data entry, having acquired foundational skills in the development and implementation of Java programming, particularly emphasizing cloud-based server management and its applications.

CERTIFICATIONS

WSIADA

Title Certificate 2022

Microsoft (MO-100 & MO-300)

365 Word & Powerpoint Expert

Microsoft (2019)

Database Development

PROGRAM KNOWLEDGE

ASN, PINOGY, QUICKBOOKS, TOAST & SAGE

3+ Years Knowledge

MICROSOFT 365, TEAMS, GOOGLE WORKSPACE, & MAC NUMBERS/PAGES

4+ Years Knowledge + Certification

ABOUT ME

With over a decade of experience in the office environment, I possess a diverse skill set in data entry and administration. My background in direct customer interaction within sales has equipped me with the ability to foster relationships and ensure satisfaction, driven by my genuine passion for assisting others. Throughout my career, I have learned the importance of executing tasks correctly on the first attempt, identifying ways to streamline processes, and committing wholeheartedly to every project. Additionally, my certifications and extensive work experience serve as a solid foundation to support and enhance the office's overall efficiency.

CAREER SUMMARY

Doxiedor LLC

Office Executive | July 2024 to Oct 2024

- Oversaw review processes
- Processed invoices
- Coordinated vendor schedules
- Edited time clock entries / conducted attendance audits
- Compiled sales reports
- Conducted financial audits
- Organized travel arrangements
- Managed payroll functions
- Handled card authorization requests
- Resolved disputes
- Distributed weekly newsletters

Don Small & Sons Oil Co / Sound Pump & Equipment

Front Desk | Sept 2023 to July 2024

- Customer Engagement and Support.
- Order Management and Stock Control.
- Collections, Cardlock Services, Contracts.
- Sales Operations and Data Management
- Financial Collections, Access Services, and Contract Management

Auto 206

Office Manager | Feb 2022 to July 2023

- Management of inventory processes and systems.
- Handling significant transactions exceeding \$15,000.
- Accurate and efficient data entry practices.
- Building and maintaining relationships with vendors.
- Enhancing revenue through capitalized sales and ensuring organized office operations.
- Title/License Signing.

K & J Management

Sales Manager | Feb 2020 to Feb 2022

- - Extensive services tailored for a significant customer base.
- - Achieved peak sales figures on a monthly basis.
- - Managed deposits and payment processing efficiently.
- - Oversaw ordering and inventory control operations.
- - Conducted weekly meetings to discuss product performance.
- - Facilitated substantial cash transactions. - Consistently met or surpassed monthly sales targets.

REFERENCES

STEPHANIE LARUE

Job Title:

District Manager

Company:

Smith Gardens (WA)

Contact Info:

Phone: 253.861.8351

Email:

BARBARA QUINN

Job Title:

Nuclear Engineer

Company:

United States Military

Contact Info:

Phone: 406.425.4347

Email: jus4smiles@icloud.com

MAGGIE WASS

Job Title:

Phlebotomist

Company:

Kaiser Permanente

Contact Info:

Phone: 503.871.5608 / 971.720.1284

Email: Norudam@comcast.net