Tyler Posey

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Education

San Jose State University — San Jose, CA
B.S. Business Administration, Management Information Systems
Aug. 2023 – Present | Anticipated Graduation: May 2027

Experience

Currency Exchange International — Milpitas, CA
Teller | May 2025 – Present
- Processed transactions with speed and accuracy while maintaining full compliance with company policies and federal regulations.
- Reconciled daily cash transactions across 5+ currencies using Excel, maintaining zero discrepancies and ensuring secure handling of financial data.
- Delivered excellent customer service by resolving order issues and assisting clients with foreign exchange inquiries.
- Identified and mitigated potential fraud risks by verifying identification, signatures, and account activity.

Jamba Juice — San Jose, CA
Team Member | Oct. 2023 – July 2025
- Maintained cleanliness and organization of the workspace to meet health and safety standards.
- Collaborated with team members to fulfill orders accurately and promptly in a fast-paced environment.
- Managed inventory by restocking ingredients and supplies to ensure smooth operations.
- Analyzed sales trends to anticipate peak demand times and adjust preparation accordingly.

Insane Ink Custom Apparel — San Jose, CA
Finance Team Lead | Aug. 2022 – May 2023
- Managed and updated balance sheets, ensuring financial accuracy for 12 transactions.
- Appraised multiple bulk orders containing 90+ items of merchandise.
- Executed basic business operations and entrepreneurship concepts in a student-run enterprise.
- Demonstrated understanding of complex pricing scenarios and financially sound business practices.

Skills & Certifications

Certifications: Certiport Entrepreneurship and Small Business Certification

Technical Skills: HTML, CSS, Python (Pandas), Microsoft 365, Google Suite, Excel

Professional Skills: Team Collaboration, Communication, Organization, Financial Analysis, Data Entry, Budgeting