Tyler Ann Cook

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Experience

Head Hostess - Okeechobee Steakhouse - West Palm Beach, FL [Mar. 2021 – Aug. 2022]
- Answer phones and manage reservation system
- Manage dining room including seating and server assignments
- Assist managers in various duties as needed
- Maintain excellent customer service by greeting and engaging every single guest in a positive manner

Executive Producer – Junior Achievement of Arizona – Tempe, AZ [Aug. 2018 – Oct. 2019]
Android - Google Chrome - PC – Unity
- Developed & launched enhanced educational experience from provided learning objectives
- Conducted all client relations, including weekly agile standups & milestone presentations
- Oversaw internship program, including interview process & 2x weekly 50-minute classes with up to 30 students per semester

Producer – Monster Vault Entertainment – Tempe, AZ [Jun. 2017 – Jan. 2019]
Oculus Rift - HTC Vive - PC - Unreal - Unity
 - Maintained agile software (Axosoft, Trello, KanBanFlow), including tracking & reporting
 - Conducted cross-functional team leadership for teams of 10-25 developers
 - Set clear, measurable, & achievable deadlines, & ensured they were consistently met
 - Recruited & mentored new talent
 - Researched industry trends & emerging tech

Paralegal Specialist – U.S. Army – Ft. Lauderdale, FL [Oct. 2010 – Jun. 2014]
- Made certain unit(s) of over 1,000 military personnel were following proper legal procedures while conducting combat operations & running a detention facility
- Acted as Liaison for Commanding General & unit leaders, maintaining communication between executive levels
- Wrote & implemented new legal documentation & unit policies

Education

Game Design and Development, BA – University of Advancing Technology – Tempe, AZ [2015 - 2017]
Business Administration and Management, BBA – Florida International University – Miami, FL [2021 - 2024]

Key Skills

- Agile Development & Methodologies	- Negotiations
- Virtual Reality	- Organization
- Emerging Technology	- Team Building
- Mobile Development	- Google G-Suite
- Fast & Consistent Learner	- Microsoft Office Suite
- Scheduling	

References available upon request.