

TY WHITLEY

*Emerging professional with customer service and administrative experience,
recognized for reliability, adaptability, and a strong work ethic.*

St. Augustine, FL | 706-617-3120 | tywhitley@outlook.com

OBJECTIVE

Motivated high school student with hands-on experience in customer service and administration. Skilled at balancing multiple responsibilities while maintaining professionalism, teamwork, and a strong work ethic. Eager to contribute positively within dynamic environments while gaining valuable professional experience.

EDUCATION

Advanced Prep (GPA: 3.3/4) - Beachside High School

Expected Graduation: 2027

EXPERIENCE

Administrative Assistant

FLEXEC Advisory, LLC (Jacksonville, FL)

Sept 2025 – Current

- Assist with scheduling meetings, managing calendars, and routing phone calls or messages.
- Manage supply inventory and restock as needed.
- Prepare and edit documents, spreadsheets, and reports.
- Maintain electronic files and perform accurate data entry.
- Support virtual meeting setup, internal communications, and project coordination.
- Ensure confidentiality while providing essential administrative support.

Team Member

Firehouse Subs, (Jacksonville, FL)

Aug 2025 – Current

- Deliver quality products to company standards while providing heartfelt guest service.
- Work closely with restaurant leadership and team members to carry out operational standards.
- Follow procedures and contribute to smooth daily restaurant operations.
- Engage directly with guests and the field operations team to ensure satisfaction.

SKILLS

Technical Skills

- Microsoft 365 Office Suite (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets)
- Social Media: TikTok, Facebook, Instagram (Content Creation, Video Editing)
- Basic WordPress (Website Design & Administration)

Communication & Customer Service

- Teamwork, Collaboration, Active Listening, Respectful Communication
- Guest-focused service with ability to engage positively with diverse groups

Professional Strengths

- Strong Work Ethic, Reliability, Responsibility, and Time Management
- Problem-Solving and Adaptability in both administrative and service settings