

TY WHITLEY

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

OBJECTIVE

Highly motivated and responsible high school student seeking an entry-level position that offers a dynamic, active environment to apply a strong work ethic, emerging technical skills, and commitment to teamwork. Eager to contribute positively to a dedicated team while gaining valuable professional experience.

EDUCATION

Advanced Prep (GPA: 3.3/4)

Beachside High School

CO' 2027

EXPERIENCE

Social Media Intern

Jan 2025 –

FLEXEC Advisory, LLC, Remote

Current

- Assist in managing and curating content for company social media platforms, including TikTok, Facebook, and Instagram.
- Utilize built-in video editing tools to create engaging visual content.
- Support social media strategy development and online presence enhancement.

Yard Maintenance Worker

Summer

Self-Employed, St. Augustine, FL

2025

- Provide reliable yard cleaning and maintenance services for multiple neighbors.
- Demonstrate strong work ethic and attention to detail in completing tasks such as mowing, weeding, and general yard upkeep.
- Manage client expectations and ensure satisfaction with services rendered.

Household Management

Ongoing

Personal, St. Augustine, FL

- Proactively manage and complete a rotating list of household chores, including cleaning, yard work, and waste management (trash and recycling).
- Exhibit responsibility, organization, and a commitment to maintaining an orderly living environment.

SKILLS

Social Media: TikTok, Facebook, Instagram (Content Creation, Video Editing)

Software: Microsoft 365 Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets)

Web Design: Basic WordPress (Website Design & Administration)

Languages: English (Fluent), Spanish (Introductory Level)

Soft Skills: Strong Work Ethic, Teamwork, Collaboration, Problem-Solving, Reliability, Time Management, Responsibility, Active Listening, Respectful