

# Tyler Lawson

Stillwater, OK | (405)-780-3199 | tyler.a.lawson@okstate.edu | linkedin.com/in/tyler-lawson

## EDUCATION

Oklahoma State University  
Bachelor of Science in Business Administration  
**Major: Management Information Systems**

Graduation Date: May 2026  
**GPA: 3.6**  
**Minor: Entrepreneurship**

## WORK EXPERIENCE

### Web Developer

May 2025 – Present

Carter Dermatology | Lawton, OK

- Meet weekly with the client to understand their design preferences, website vision, and featured content.
- Develop a website for the client using **Visual Studio** and **HTML, CSS, JavaScript, and PowerShell** programming languages to develop, design, and host the website.

### Front Desk/ Office Assistant

May 2025 – Present

OSU Center for Local Government Technology | Stillwater, OK

- Utilize effective communication and interpersonal skills while assisting guests, scheduling appointments, and answering questions.
- Support CLGT events by setting up necessary technology to ensure a seamless check in and check out process for all attendees.
- Maintain organized processes for incoming calls, appointment scheduling, and calendar coordination for multiple team members.
- Implement an attention to detail while filing and cleaning digital and physical records in **Excel** to support administrative operations and event logistics.

### AV Technician

Aug 2024 – Present

OSU Institute for Teaching and Learning Excellence | Stillwater, OK

- Answer incoming calls and promptly create detailed service tickets to log and track technical issues.
- Conduct routine checks of ITLE-enabled classrooms to verify optimal system performance and identify potential technical problems.
- Manage and prioritize service tickets, ensuring efficient follow-up and timely resolution of issues to maintain smooth operations.

### Certified Trainer

June 2020 – Jan 2025

Raising Canes | Stillwater, OK | Lawton, OK

- Built a leadership skillset by successfully training over 100 employees on the organization's standards and processes.
- Handled up to 60 cash and credit transactions per hour using the restaurant's POS operating system.
- Efficiently prepare quality orders in a timely manner to meet customer demand during peak meal times.

### Technical Assistant

Aug 2021 – May 2022

Life Ready Center | Lawton, OK

- Delivered technical support by troubleshooting diverse hardware and software issues for students, enhancing their academic experience.
- Established and maintained 3D printing labs by configuring and managing software, ensuring seamless operation throughout the academic year.
- Configured and deployed network devices to expand classroom internet connectivity, significantly improving digital learning environments.

## TECHNICAL SKILLS AND CERTIFICATIONS

Certification: Cisco Certified Network Associate (CCNA)  
Programming Languages: C#, SQL, HTML, CSS, Java Script  
Data Visualization: PowerBI, Tableau

May 2023

## HONORS AND AWARDS

Dean's Honor Roll

Fall 2024 – Spring 2025