

TAYLER HUNTLEY

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Holbrook, AZ

Education

Colorado State University, College of Liberal Arts May 2026
Master of Sports Management GPA: 3.74
Specialization: Sport Media and Communications

Fort Lewis College, School of Arts and Sciences December 2024
Bachelor of Arts in Journalism and Multimedia Studies GPA: 3.86
Minor: Honors
Minor: Marketing
Certificate: Digital Marketing

Awards and Honors

Fort Lewis College Durango, CO
Dean's List December 2021-December 2024

- Attain a GPA of 3.60 or better in no fewer than 15 credit hours.

Professional Experience

Snowflake Unified School District Snowflake, AZ
Substitute Teacher August 2025 – Current

- Provide temporary instruction and supervision to students in grades 7-12.
- Manage classroom behavior.
- Maintain a safe and productive environment.
- Adapting quickly across various subjects and grade levels to support student engagement and progress.
- Ensure continuity of learning by following the absent teacher's lesson plans.

Big R Farmington, NM
Assistant Store Manager January 2025 – May 2025

- Worked and communicated with corporate and brand representatives to ensure all retail products were properly merchandised, enabling them to sell efficiently.
- Delegated or completed projects that helped maintain a clean and organized retail store to ensure customers could easily find what they were looking for.
- Provided excellent customer service by greeting customers and handling transactions, including purchases and returns, to ensure customer satisfaction.
- Properly handled register and safe cash handling procedures to ensure that all cash transactions were executed properly.
- Properly followed and effectively executed store opening and closing procedures to ensure the safety of the staff and goods located within the store.

Fort Lewis College

Durango, CO

Student Union Building Manager

July 2022-December 2024

- Helped with event set-up and tear-down for the event services team, ensuring that all events were properly set up the way that they were requested.
- Attended to duties and tasks that were done every shift to ensure the clean appearance of the student union.
- Attended monthly meetings with staff and faculty, ensuring rule and goal-oriented expectations.
- Provided excellent customer service by greeting customers and meeting quality expectations, ensuring customer satisfaction.
- Worked well with teammates and accepted coaching from the management team, ensuring a positive work environment.

Big 5 Sporting Goods

Durango, CO

Part-Time Assistant Manager

January 2024-December 2024

- Provided excellent customer service by greeting customers and handling customer transactions such as customer purchases and returns, ensuring customer satisfaction.
- Properly handled register and safe cash handling procedures ensure that all cash transactions are executed properly.
- Properly followed and effectively executed store opening and closing procedures to ensure the safety of the staff and goods located within the store.
- Delegated or completed projects that help maintain a clean and organized retail store to ensure customers can easily find what they are looking for.

Dartmouth College

Hanover, NH

Summer Conference and Event Intern

May 2023-August 2023

- Was the primary contact for 20 conference and camp leaders.
- Insured dining, housing, facility, and parking requirements of assigned conference groups were met.
- Assisted in the overall delivery of services, both administrative and operational, with summer camp and conference programs, including check-in and check-out of attendees, troubleshooting, and billing.
- Held the Duty Phone and assisted with calls regarding concerns or assistance for conference groups on campus, ensuring the guests' safety.

Professional Certifications

- Email Marketing Certification October 2024
- Social Media Certification October 2024
- Webflow Certification November 2023
- Google Analytics February 2023
- Vector Trainings January 2026

Skills

Attention to detail, collaboration, critical thinking, dependability, cooperation, multitasking, customer service, employee training, employee management, time management, organization, patience, decision making, responsibility, leadership, self-motivation, persistence, adaptability, flexibility.