

TYLER CONKLIN

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New Graduate
Project Manager

Motivated and detail-oriented professional ready to begin a career in project management. Seeking an entry-level position where I can apply my organizational, leadership, and problem-solving skills to support the planning and execution of projects. I bring strong communication abilities, a solid work ethic, and experience managing responsibilities in fast-paced environments. I am eager to collaborate with a team, contribute to successful project outcomes, and continue developing my skills in a professional setting.

EXPERIENCE

Farm Assistant

Wiltse's Family Farm - Maple Park, IL (July 2018 - October 2020)

- Coordinated daily operations to meet project timelines
- Operated and maintained equipment with a focus on safety and efficiency
- Managed time-sensitive tasks to ensure on-time completion
- Organized tools, materials, and work areas for efficient workflow
- Enforced safety standards and adapted to changing conditions
- Demonstrated reliability and strong work ethic in demanding environments

Baseball Groundskeeper

Kaneland High School - Maple Park, IL (May 2020 - August 2022)

- Coordinated with clients to deliver marketing materials aligned with project goals
- Translated client requirements into clear project plans and deliverables
- Managed multiple projects simultaneously while meeting deadlines and expectations
- Communicated with stakeholders to gather feedback and ensure project alignment
- Built and maintained client relationships to support repeat business and long-term partnerships

Warehouse Worker

School Tool Box - Sycamore, IL (May 2023 - August 2023)

- Managed inventory and tracked materials for efficiency
- Coordinated orders to meet tight deadlines
- Maintained organized and safe work areas
- Collaborated with team to meet daily goals
- Managed multiple priorities under deadlines

Project Assistant

S.A.W Construction- Mattoon, IL (Summer of 2025)

- Assisted in coordinating roofing and flooring projects from start to completion
- Helped plan and organize materials, tools, and schedules for job sites
- Supported on-site operations to ensure work stayed on schedule and met quality standards
- Communicated with contractor to track progress and adjust to project needs
- Maintained safe and organized work environments across multiple job sites
- Managed multiple small projects while meeting deadlines and client expectations

EDUCATION

Eastern Illinois University
Bachelor of Science

Eastern Illinois University
Master of Business
Administration (Summer of
2026)

CORE SKILLS

- Project Scheduling
- OSHA 10 Construction & General Industry Cards
- Leadership & Team Accountability
- Communication Under Pressure
- Time Management & Discipline
- Decision-Making Under Pressure
- Adaptability & Problem Solving
- Competitive Mindset & Goal-Oriented Performance
- Microsoft Excel & Project Tools

ACCOMPLISHMENTS

- All-OVC Freshman Team (2022)
- All-OVC Tournament Team (2023)
- All-OVC Second Team (2025)

REFERENCES

Available on request.