

AUDREY OYLER

CONTACT

404-807-3994

audreyoyler@gmail.com

www.linkedin.com/in/audreyoyler

SUMMARY

Business Administration graduate with a minor in Information Management and recipient of the Information Management Outstanding Student Award. Experienced in data analysis, operations, and process improvement, with proficiency in Excel, SQL, SAP MM, and enterprise systems. Seeking analytics, supply chain, or operations opportunities in aviation, aerospace, defense, logistics, or manufacturing.

EDUCATION

2022-2026

COLLEGE OF CHARLESTON

Bachelor of Science in Business Administration

- Concentration in Hospitality and Tourism Management
- Minor in Information Management
- Graduated Cum Laude
- Academic Merit Scholar

WORK EXPERIENCE

Guest Relations Intern and Associate

CHC Vacation Rentals / May 2025-May 2026

- Coordinated operational logistics across vacation rental properties.
- Conducted detailed property inspections and ensured homes were guest-ready.
- Coordinated placement of welcome baskets and fulfilled guest service standards at multiple properties.
- Strengthened communication, organization, and problem-solving skills.

Sales Associate

Grit and Grace Studio / September 2023-July 2025

- Maximized customers' experience and revenue by determining their individual needs
- Offering product recommendations and creating a welcoming environment.
- Drove customer engagement through visual merchandising, contributing to the highest sales in company history.

CERTIFICATIONS

- Microsoft Office Specialist: Excel Associate (Office 2019) - Microsoft
- Cvent Certification - Cvent
- Exploring End-to-End Business Processes in SAP Business Suite - SAP

PROJECTS AND LEADERSHIP

Inventory Management System

Innovation Technology Class Project / Fall 2025

- Analyzed inventory management processes and developed technology-driven improvement solutions.
- Designed Slack and Zendesk workflows to streamline communication and issue tracking.
- Developed [entity-relationship diagrams](#) to improve data organization and operational efficiency.

Database Solution for *Family Connection of South Carolina*

Enterprise Data Management Class Project / Spring 2025

- Developed a database solution in Knack to manage client, service, mentor, and location data.
- Designed entity relationships and location-based search functionality to enhance user experience.
- Collaborated on system design, branding, and user interface development.
- Earned 1st Place for final project presentation in Enterprise Data Management.

AWARDS

- [2026 Information Management Outstanding Student Award](#)

SKILLS

- Communication
- Interpersonal Skills
- Data-driven decisions
- ERP management
- Problem solving
- Reliability
- Critical Thinking

Head of Recruitment - Logistics and Data Analytics

Chi Omega Fraternity / Fall 2024-Fall 2025

- Developed data-driven recruitment strategies, increasing Potential New Member engagement and conversion by 12%.
- Collaborated with leadership to align recruitment goals and membership needs.
- Streamlined communication workflows using tools like Google Sheets, GroupMe, Canva, and Chapter-specific software (e.g., ICS, OmegaFi, OmegaRecruit).
- Conducted post-recruitment analytics and reporting to evaluate performance and implement process improvements.