

Anthony D'Amico

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2018
Major: Management Information Systems | MINOR: Digital Marketing
GPA: 3.34, Dean's List: Spring 2016

SELECTED COURSES:

Data Centric Application Development, Data Analytics, Information Systems in Organizations, Operations Management, Excel for Business Application, Professional Development Strategies

ACTIVITIES & AWARDS:

- Member, Association for Information Systems, Spring 2015-present
- Risk Management Chair, Brother, Kappa Sigma Fraternity, Fall 2014-Present
- Leader on High School sports teams: earned Captain title two times in Varsity Wrestling and twice in Varsity Soccer

INFORMATION TECHNOLOGY SKILLS:

Software Development: Python
Web Development: HTML, CSS, PHP
Database Management: MySQL

EXPERIENCE: METROPOLITAN MANAGEMENT CORP, West Chester, PA May 2016- August 2016

Intern

- Conducted an application process and recorded relevant information into a database management system
- Attract and retain qualified individuals through marketing and sales duties.
- Communicated with potential clients to create additional traffic to the company
- Planned and scheduled meeting times and locations for impending customers

EXPERIENCE: D'AMICO APARTMENTS, Upper Chichester, PA May 2012 - Present

Assistant

- Oversee and schedule, and execute repairs
- Receive calls and set up appointments for perspective tenants; ran credit checks on applicants; execute pre-lease walk-throughs and made related notes on lease.
- Assist management of an apartment complex during the summer of 2015
- Added value by adding protective coating layer over top of the existing cement to prolong the life of the property

DONS DELI, Upper Chichester, PA

August 2013 – August 2015

Cook

- Provided administrative support to a company that delivered services to 100+ customers on a daily basis
- Grilled and prepared deli sandwiches and customer requests
- Provided customer service at the register.

SKILLS & LANGUAGES:

- Microsoft Office Suite Word, Excel, and PowerPoint
- Proficient in basic electrical wiring, plumbing, carpeting, and painting
- Basic Spanish
- Boating safety certificate, Pennsylvania, June, 2011