

Angela L. Dillon

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2017
Major: Management Information Systems
Minor: Healthcare Management
GPA: 2.9

Selected Courses:

Anatomy 1&2 Information Systems in Organizations
Medical Terminology Health Information Management IT Fundamentals

ACTIVITIES & AWARDS:

Association of Information Systems, September 2015-present
Delta Zeta Sorority, Delta Tau Chapter, November 2013-present
Temple University Greek Association Representative January 2015-present
Alumnae Committee, January 2014-2015
Volunteer at the Philadelphia Zoo for Boo at the Zoo, October 2013, 2014
Girl Scouts of America, September 2001-June 2013

EXPERIENCE:

REMINDERMEDIA, King of Prussia, PA August 2015-present
Business Development Intern

- Gather information and inputting it into CRM
- Clean and reformat existing data
- Generate reports and statistical analyses

HOWL AT THE MOON, Philadelphia, PA May 2014 – October 2014
Server

- Provide customer service for over 100 customers in a fast paced environment.
- Able to work in a high volume business and have the ability to handle money
- Crossed trained to also work as Hostess, Coat Check, and do inventory of retail items.

MACY'S DEPARTMENT STORE, Langhorne, PA Winter 2013, 2014
Sales Associate, Women's

- Provide customer service either in person or over the phone
- Developed product knowledge to assist in customer decisions, and able to convince customers to open a STAR rewards account.
- Trusted to work in multiple departments and would get pulled at any moment to fill in for another area.

SKILLS & LANGUAGES:

- Microsoft Word, Excel, PowerPoint, Outlook, Visio
- Hands on training with SAP for Sales Order Processing and Creating Organizational Structures

U.S. citizen