

Anthony B. Havrilla

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: December 2015

Major: Management Information Systems

GPA: 3.3

ACTIVITIES & AWARDS:

- General Member, Association Information Systems, Fall 2013- Present
- Vice President, The Kappa Sigma Fraternity, Spring 2013- Spring 2014
- Community Service Chair, The Kappa Sigma Fraternity, Spring 2012- Spring 2013
- Eagle Scout, Boy Scouts of America, 2011

EXPERIENCE:

The School District of Philadelphia, Philadelphia, PA

July 2014 – Present

Office of Procurement Services Intern

- Created spreadsheets and databases to analyze information for purchasing decisions and spending analyses for the administrative operations of 285 buildings within the district
- Entered and updated information in the financial system known as Advantage, and the asset management system known as Avantis
- Performed market research and used data analysis to save over \$50,000 in text book purchases

EDUCATIONAL TESTING SERVICES, Ewing, NJ

May 2013 – August 2013

Customer Service Representative, Praxis Department

- Completed and passed Customer Service Training courses to be knowledgeable of customer accounts and Praxis tests, the tests required for teaching certification
- Documented phone calls into a customer relationship management system to improve customer relations
- Resolved customer issues and answered service questions for approximately 50 people per day
- Assisted customers in locating test records, dates, centers, and state standards

McCARTIN'S CARPET CLEANING, Langhorne, PA

May 2012 – Present

Carpet and Upholstery Cleaner

- Cleaned carpets, flooring, and upholstery using steam cleaning machinery for an independent carpet, upholstery, and flood damage clean up specialist
- Loaded and unloaded equipment, and took inventory at the warehouse and jobsites
- Maintained over \$70,000 worth of equipment

MIS COURSES:

- Enterprise IT Architecture
- Data Analytics
- Data Centric Application Development
- Digital Design and Innovation
- Strategic Management of IT

SKILLS & LANGUAGES

- Microsoft Word, Excel, PowerPoint
- HTML, CSS, MySQL, SAP, SAS, PHP