

Alat M. Mustafa

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Major: Management Information System, Minor: Human Resource Management
GPA: 3.25
Selected Courses:
Excel for Business Application, Information Systems in Organizations, Digital Design and Innovation Studio and Data Centric Application Development

ACTIVITIES & AWARDS:
AIS member 2018, MSA president 2015-2016
Youth Club 2013-2018, TDAP member 2018

EXPERIENCE: WALGREENS, Philadelphia August 2014- February 2015

Cashier, cosmetic Department

- Attained knowledge of principles and processes for providing customer and personal services.
- Administered payment by cash, check, credit cards, vouchers, or automatic debits.
- Issued receipts, refunds, credits, or change due to customers.
- Promoted from shelf stocker and to cosmetics department consultant and cashier.
- Computed the top percentage, 56%, of manager special items in one month.

ICPC, Passaic, New Jersey June 2016- August 2016

Summer Camp Counselor

- Summer camp youth advisor for teens aged 12-14 at community Mosque.
- Motivated the youth camp girls and helped guide them in making successful choices.
- Enforced rules and regulations of recreational facilities to maintain discipline and ensure safety.
- Administered first aid according to prescribed procedures and notified emergency medical personnel when necessary.

PHILADELPHIA HOUSING AUTHORITY, Philadelphia May 2017-August 2017

Summer Intern

- Utilized Excel to organize data for audit reports while working with supervisor of special programs department.
- Appointed clients to caseworkers and directed calls to appointed personnel.
- Hosted landlord training sessions with Leasing Coordinator.

SKILLS & LANGUAGES:

- Excel- Intermediate
- Microsoft Word - Proficient
- MySQL- Proficient
- Arabic- fluent, Spanish- conversational

U.S. citizen