

Alexandra M. Meyer

community.mis.temple.edu/ameyer

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2017
MAJOR: Management Information Systems
GPA: 3.28

SELECTED COURSES:

Digital Design and Innovation, Data-Centric Application Development, Integrative Business Applications, Lead Global Digital Projects

ACTIVITIES:

Member, Association for Information Systems, September 2015 – present
Member, National Society for Leadership and Success, January 2015 – present
Member, National Society of Collegiate Scholars, March 2015 – present
Volunteer, PAWS: Philadelphia Animal Welfare Society, July 2015 – present

INFORMATION TECHNOLOGY SKILLS:

Analysis: R
Web Development: HTML
Database Management: SQL
Project Management: JIRA

EXPERIENCE: ASTRAZENECA, Wilmington, DE May 2016 – present

Commercial IT Intern

- Collaborate with clients, Subject Matter Experts, and software developers in North America's commercial IT division to elicit business requirements that match call agent and patient needs for pharmaceutical care
- Update user stories and agent call guides in JIRA and Salesforce respectively to ensure that programmers on the team had the information they needed to develop the call guide software
- Analyze the need for an easier system to track workflow in a four-member team and created a presentation on the use of Trello versus currently used software to upper management for an improvement in work efficiency and project management

MARSHALL'S, Willow Grove, PA

September 2015 – May 2016

Merchandise Associate

- Coordinated with 10-15 team members at a time to deliver premium customer experiences to over 300 customers per day regarding Marshall's apparel, home, and electronic merchandise and layaway options
- Operated cash register in accordance with store policies to manage 50-100 customer payments and returns per day
- Processed layaway transactions independently, including creating and canceling a layaway, deleting items on an existing layaway, and administering refunds

SKILLS & LANGUAGES:

- Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Japanese (basic), Spanish (basic)