

# Anna Davitashvili

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## EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: December 2018**

**Major: Management Information Systems**

GPA: 3.01

## SELECTED COURSES:

Data-Centric Applications Development

Financial Accounting

Information Systems Organizations

Data Analytics

Excel for Business Applications

Leadership and Organizational Management

## INFORMATION TECHNOLOGY SKILLS:

Web Development:

Database Management:

Project Management:

HTML, PHP, CSS, PDO

SQL/MySQL, R/RStudio

Microsoft Office – Word, Excel, PowerPoint

ACTIVITIES: Member, Association for Information Systems, January 2017 – present

## EXPERIENCE:

THE TECH CENTER, Temple University, Philadelphia, PA

**Student Consultant** April 2017 – present

- Provide assistance to 7,500 students and faculty at the university with technical support.
- Maintain knowledge of newest updates to enhance ability to operate and manage printers and scanners.
- Handle over 800 computers along with other technical support

TEXAS ROADHOUSE, Montgomeryville, PA

**Server/Food Expeditor/Hostess**

August 2013 – August 2016

- Tended to roughly 30-60 patrons per night while maintaining a three-table section in a casual American cuisine restaurant.
- Expedited and delivered approximately 50-80 food trays per day.
- Maintained an organized and functioning kitchen by stocking all supplies and utensils and tending to the needs of other employees.
- Managed event related work by accommodating reservation arrangements and maintaining interior of the restaurant.

MCDONALD'S, New Britain, PA

**Customer Service Associate**

June 2012 – October 2013

- Recorded and prepared orders for approximately 200+ customers daily for an international fast food restaurant.
- Tended to cash register duties, managing around \$500.00 per day.
- Prepared food and worked with grill for breakfast and lunch duties.
- Maintained a sanitary work area by following 30-minute periodical cleanings of surfaces for hygienic purposes.

DOYLESTOWN HOSPITAL, Doylestown, PA

**Teen Volunteer**

April 2013 – June 2014

- Provided weekly service by transporting 10-20 patients to branches of the hospital per day.
- Gained recognition and training status for accumulating roughly 200 hours of service.

## LANGUAGES:

- Georgian, Russian – conversational