

**EDUCATION:**

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: May 2016***

***Major: Management Information Systems***

***Minor: Information Technology Innovation and Entrepreneurship***

GPA: 3.6 | Business Honors Program | University Honors Program | Dean's List: Spring 2013 – Present

**ACTIVITIES:**

- Member, Business Honors Student Association, Fall 2012
  - Finance and Membership Committee Member, Spring 2013
  - Director of Finance and Membership, Fall 2013
- Ambassador, Honors Admissions and Transitions Team, Spring 2013
- Member, Temple University Investment Association, Fall 2013
- Junior Associate Analyst, Fox Fund, Fall 2013
- Participant in PricewaterhouseCoopers Tax Challenge, Fall 2013
- Member, Association for Information Systems, Spring 2014
- Information Technology Assistant, MIS Department, Spring 2014

**EXPERIENCE:**

COMCAST, Philadelphia, PA

May 2014 – August 2014

**Finance and Analysis Intern, HR Operations**

- Designed a list within the Human Capital Management SharePoint website and formatted necessary forms with InfoPath Design to expedite the purchase requisition process for the 50+ users within HR.
- Created charts and graphs to assist in a comparative compensation analysis of employees of the 75 call centers around the country.
- Collected and analyzed fourteen years of federal data on key economic indicators to identify relationships among them, as well as possible predictors of customer behavior.

BUSINESS HONORS STUDENT ASSOCIATION, Philadelphia, PA

December 2013 – Present

**Director of Finance and Membership, Fox School of Business**

- Record and oversee the expenses of the organization, which includes continually checking the budgets of the organization's nine other officers and providing reimbursement when needed.
- Create incentives to encourage incoming freshmen and transfer Business Honors students to become members of the organization.
- Manage four committee members and oversee their initiation of social events and generation of ideas for improving the organization or dealing with discrepancies.

AMTRAK, Philadelphia, PA

June 2013 – September 2013

**Finance Intern, Finance Department**

- Corresponded with 60+ customers via email and telephone, to assist in collection of thousands of dollars in accounts receivables.
- Created 30-50 spreadsheets detailing expenses charged to customers for private railcar repairs.
- Managed customer information and created and prepared 40-50 invoices within the SAP system.

**SKILLS:**

- Microsoft Office
- Adobe Photoshop
- Adobe Dreamweaver
- WordPress
- Capital IQ
- SAP
- MySQL
- SAS Enterprise Miner
- Microsoft SharePoint
- Microsoft InfoPath Designer