

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2018
MAJOR: Management Information Systems

SELECTED COURSES:

Data-Centric Application Development, Data Analytics, Information System Organizations, Introduction to Risk Management, Financial Management

INFORMATION TECHNOLOGY SKILLS:

Data Visualization: Tableau
Data Analysis: Excel
Computer Languages: PHP, SQL, HTML, CSS, R

INFORMATION SYSTEMS:

- Created monthly data visualizations utilizing DataTrak, our organization's database software, and presented it to the general manager to make data-driven business discussion.
- Analyzed the sales team's performance every month, reviewed performance metrics and goals, relayed this information to the sales team.

EXPERIENCE: 12TH STREET GYM, Philadelphia, PA June 2016 – Present

Business Coordinator

- Led a team of 8 managers to ensure smooth operations and an excellent fitness experience to over 4,000 gym members.
- Produced the daily income statements and compared it with same-day performance from prior years to identify company revenue streams that may under-performing, and base decisions accordingly.
- Managed the organization's data system and ran specific reports to execute various operations, such as producing a list of newly expired members to call and increased customer retention.
- Reviewed credentials and resumes of employee applicants, interviewed prospective employees, and hired qualified candidates.
- Filed and indexed employee personnel records, monitored performance, and handled progressive disciplinary processes to groom employees for success within the organization.
- Stocked items, such as protein powders and apparel, yielding 200%+ profit margins per unit sold through industry-related product research.

Manager

December 2012 – June 2016

- Supervised 10 on-duty staff members consisting of sales representatives, a receptionist, and maintenance workers responsible for the upkeep and cleanliness of our 90,000 sq. ft. fitness facility.
- Guided a sales team of 5 representatives to achieve monthly quotas that were met 85%+ of the year.
- Enforced club policies and rules to maintain a consistent customer service and facility standards.
- Initiated training processes for new employees and decreased the time and money allocated towards our training programs.