

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration, Graduation: May 2018*

*Major: Management Information Systems*

GPA: 3.28 | Dean's List, Spring 2016

SELECTED COURSES: Data Analytics, Data-Centric Application Development, Enterprise IT Architecture, Digital Design and Innovation Studio, Application Integration and Evaluation, Lead Global Digital Projects;

COURSE PROJECTS:

**PROJECT MANAGER**

- Responsible for managing a team of six business analyst in creating a prototype that saves memories for those who are affected by Alzheimer's.
- Created communications, quality, risk and control management plans.

**BUSINESS ANALYSIS**

- Designed and developed a functional website prototype for a Philadelphia based cosmetic company.
- Engaged in live interview sessions with clients to elicit project requirements.
- Participated in a live presentation and demonstration of our proposed solution.
- Prepared final documentation and deliverables such as project scope, business rules, scenarios, and use cases.

INFORMATION TECHNOLOGY SKILLS:

- **Applications:** Microsoft Word Office 365, Tableau
- **Programming:** HTML, PHP, CSS, Java, JavaScript, SQL, R/R Studio
- **Database Management:** MySQL, phpMyAdmin

ACTIVITIES & AWARDS:

- Member, Association for Management Information Systems, 2016-Present
- Member, National Council of Negro Women, Fall 2016
- Volunteer, Duckery Elementary School, Fall 2016-Spring 2018

EXPERIENCE:

AFSCME, Washington, D.C.

**Membership Coordinator Intern**

May 2017 – August 2017

- Provide data entry support and accuracy of database records.
- Developed a new file process for old membership documentation
- Assist with answering questions, phone calls, and providing instructions to members on how to apply for union benefits and supporting documents needed.

ZARA, Washington, D.C. and McLean, V.A.

**Cashier/Sales Associate**

May 2015 – August 2017

- Exceeded weekly sales goals by \$10,000 for children and women's clothing.
- Accurately maintained all cash handling at registers.
- Addressed customers' questions and concerns about merchandise and store information.
- Designed display of merchandise to promote new season collections to increase sale.