

# Alexander H. Reichart-Anderson

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## EDUCATION

### Temple University – Fox School of Business and Management

Philadelphia, PA

*Bachelor of Business Administration*

May 2020

- **Majors:** Finance and Management Information Systems (Double Major) | **GPA:** 3.60
- **Honors:** University and Fox Honors Program / Dean's List (2016 – 2017)
- **Relevant Coursework:** Data Centric Application Development / Digital Design and Innovation Studio
- **Organizations:** Association of Information Systems (AIS), Temple University Investment Association (TUIA), Business Honors Student Association (BHSA)

*Master of Science*

August 2021

- **Focus:** Information Technology Audit and Cyber Security (ITACS): CISA or CIPP Certifications
- **Relevant Coursework:** IT Governance (Fall 2018) / Systems and Infrastructure Life Cycle Management (Spring 2019)

## WORK EXPERIENCE

### Temple University – Continuing Education Systems

Philadelphia, PA

*Junior Business Analyst*

December 19, 2018 – Present

- Analyze the functions and requirements for the CE Systems of Temple University which administers over 5,000 users and has a revenue of over \$11 million dollars per semester.
- Execute the tasks required of a Business Analyst including elicitation, communication, and execution of systems upgrades, conference and course creation, and direct customer/user support.
- Work hand-in-hand with the development team to ensure that end products follow the laid out requirements.

### Tokio Marine North America (TMNA) Services, LLC.

Bala Cynwyd, PA

*IT Finance Intern*

March 12, 2018 – August 23, 2018

- Utilized SAP NetWeaver Business Client, SAP Concur, ServiceNow, and SharedDocs to maximize the fiscal budget and ensure the procurement process for the Information Technology department.
- Managed the procurement of fifteen vendors, including: CDW, LexisNexus, and SAP from request to disbursement.
- Worked collaboratively with other cross company interns to develop a recruitment video and presentation for TMNAS.

### Steve L. Dellinger Contractors, LLC.

York, PA

*Mason Tender, Apprentice, Pre-Professional*

May 15, 2017 – August 18, 2017

- Assisted in the day-to-day activities of a mason, including: demolition of outdated product, construction of desired plans, and required finishing techniques.
- Interacted directly with clients on pre-job preparation, post-job quality assurance, and operations execution the day of.
- Received direct exposure to the operations, budgeting mindset, and management of a blue-collar small business owner.

### Mil-Spec Safety & Security, LLC.

Philadelphia, PA

*Security Monitor*

October 2017-Present

- Monitored the building/construction sites for Domus, Inc. (Construction) throughout North Philadelphia.
- Worked under the classification as a private contractor, thus filing the 1099 IRS classification document.
- Recorded all activities, suspicious or normal, in the Mil-Spec legally binding logbook.

## LEADERSHIP & ACTIVITIES

### The Fox School of Business and Management

Philadelphia, PA

*Information Technology Assistant*

Spring 2018 – Present

- Through proctoring the introductory MIS course, I assist the professor in the administrative actions of the course.
- Assess and assist students in the completion of assignments and the review of exams through forms of communication.
- Improved student engagement and involvement with the use of In-Class Activities (ICAs).

### Temple University Men's Rugby

Philadelphia, PA

*Treasurer & Safety Officer*

Spring 2018 - Present

- Executed the day-to-day operations required of the Club Treasurer, including: Fundraising, Dues Collection, Reimbursement Distribution, and Preseason/Season Budgeting.
- Contributed to the overall player-to-player leadership, communication with coaches, and management of the team.
- Completed AED & CPR certifications to properly identify and treat a teammate with a severe injury.

### Troop 16 – Boy Scouts of America

York, PA

*Assistant Scoutmaster & Eagle Scout*

May 2017 - Present

- Supervised the youth and youth leadership at weekly meetings, Court of Honor, and a weeklong Summer Camp.
- Received required certification, including: Pennsylvania Background Check, and BSA Youth Protection Training
- Could relay valuable information and experiences, as well as, serving as a positive example as an Eagle Scout.