

# Alexandra C. Robak

Alexandra.robak@temple.edu

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1300 Cecil B Moore | Philadelphia | PA | 19122 | tel: 973.567.2068

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: December 2022**  
**Major: Management Information Systems**

## SELECTED COURSES:

Human Resource Management, Legal Studies, Quantitative Methods for Business I, and Principles of Macroeconomics

## ACTIVITIES AND AWARDS:

- Member, Association Information Systems, 2018 – present
- Secretary, Phi Beta Lambda, 2018 – present

## INFORMATION SYSTEMS PROJECTS:

- Designed an employee payroll system

## INFORMATION TECHNOLOGY SKILLS:

Software Development: Python  
Project Management: Microsoft Word, Microsoft PowerPoint, Microsoft Excel

EXPERIENCE: The Grande Market Place, Pequannock, NJ December 2018 – Present  
**Website Manager**

- Managed website upkeep, listed items, and processed data using google analytics

## SKILLS & LANGUAGES:

- First Aid/CPR/AED certified, August 2017