

Bakari B. Malik

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EDUCATION: TEMPLE UNIVERSITY, School of Media and Communications, Philadelphia, PA
Bachelor of Arts, Graduation: May 2015

Major : Media and Studies Production (Switching to MIS in Spring)/Minor: Business

GPA: 3.48, Dean's List: Fall of 2012, Spring 2013

Selected Courses:

MIS Enterprise	Macroeconomics: Macro Principles
MIS Data Analytics	Microeconomic Principles
Intro to MIS	

ACTIVITIES:

- ⌚ Member, Association for Information Systems
- ⌚ Member, of Technical Design Analytical Program (TDAP)
- ⌚ Volunteer, Having Ambition N' Devotion for Service
- ⌚ Volunteer, Philadelphia Urban Creators

EXPERIENCE: PALEY LIBRARY, Philadelphia, PA Aug 2013-Present

Customer Service Associate

- ⌚ Check books in and out to over 100 Temple University students during each shift
- ⌚ Organize reserve and hold books by call number to maximize distribution efficiency
- ⌚ Scan and create PDF files of books for teachers to put on Blackboard

PHILERZY PRODUCTIONS, Philadelphia, PA November 2012- Present

Intern, Studio Assistant

- ⌚ Provided administrative assistance at a local music production company with setting up equipment, soundboards, and microphones
- ⌚ Analyzed cost of customized merchandise from over 12 suppliers to design shirts in order to promote artists and maximize profit
- ⌚ Used Microsoft Office to maintain a log of information that detailed who received songwriting credits and instrumental credits

SNAP FITNESS, Philadelphia, PA February 2010 – Aug 2013

Customer Service Associate

- ⌚ Overview equipment with customers and direct them on how to safely operate machinery
- ⌚ Clean equipment and upkeep with maintenance
- ⌚ Consult members with contract difficulties and explain terms of agreement

SKILLS:

- ⌚ Microsoft Office, MySQL