
809 Radcliffe Street | Bristol | PA | 19007 | 215.499.2591

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Accounting
Minor: Management Information Systems
Selected Major Courses: *Selected Minor Courses:*
Cost Accounting Intro to MIS
Financial Accounting Data Analytics
Intermediate Accounting I

ACTIVITIES: Collegiate Intramural Basketball 2011-2013
Collegiate Intramural Soccer 2012
YMS Premier Level Soccer 2009-2011
Hulmeville Premier Level Soccer 2002-2009
Conwell-Egan Catholic HS National Honor Society 2010-2011
Sigma Alpha Pi Temple University 2014-Present

EXPERIENCE: ETS (Educational Testing Services), Ewing, NJ May 2013—August 2013

Customer Service Representative

- Provide assistance to candidates calling into the PRAXIS Test Customer Service Hotline
- Record customer and transaction details using a CRM program
- Deal with irate customers
- Process monetary transactions for customers on the phone

HULMEVILLE SOCCER CLUB, Hulmeville, PA August 2006 – Present

Referee

- Referee soccer games of players ranging from six years old to nineteen years old.
- Help maintain the fields as much as possible during harsh winters and dry summers.
- Assist workers selling food in the concession stand at the fields
- Responsible for reporting the results of high level club matches to the league chair person.
- Discipline reckless players on the field while keeping angry coaches, players, and parents at bay.

SESAME PLACE, Langhorne, PA May 2012 – August 2012

Lifeguard

- Ensure the safety of every visitor to Sesame Place, an amusement park geared for children two through eight, as well as every other employee of the park through CPR and emergency rescue training.
- Hose down, dry off, and maintain the safety of the water rides after closing.
- Use roving buckets to clean up messy areas on the ground before opening and after closing.
- Deal with children who have lost their parents.
- Set up assorted rides in the park before opening

SKILLS:

- Microsoft Word, Excel (Pivot Table, Data Analytics, OM), Outlook, PowerPoint
- Spanish, Conversational
- SAP, Entity Relationship Diagramming (ERD), SQL
- CRM