JALEN BLOT

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
MAJOR: Management Information Systems
GPA: 3.64| Dean's List: Fall 2012

SELECTED COURSES:
Information Systems in Organizations, Data Analytics, Enterprise IT Architecture, Financial Accounting, Leadership and Organizational Management

ACTIVITIES AND AWARDS:
- Residential Life Recognition Committee, Fall 2012 - present
- Member, Association for Management Information Systems, 2012 – present
- American Red Cross Blood drive Coordinator, September 2012

INFORMATION SYSTEMS PROJECTS:
- Executed and processed a sales order using SAP to accelerate sales processes and reduce operational costs
- Developed pricing strategies for a new line of printers and ink cartridges using a Decision Support Systems (DDS)

EXPERIENCE: TEMPLE UNIVERSITY, Philadelphia, PA   August 2012 – present
Resident Assistant
- Assess and respond to the needs of 50 freshman male residents at an urban university serving 30,000 students
- Create, plan, and implement educational, social, and recreational programs such as cancer awareness, time management, and inclusivity
- Act as a liaison between residents and Department of Residence Life
- Manage various administrative duties including maintenance requests, incident reports, and room transfers

TEMP POOLE INC., Bethlehem, PA   Summers 2012
Administrative Intern
- Served as a temp for Berkheimer OneSource through Temp Poole Inc. by working with clients who out-sourced the burden of daily document management
- Inputted and processed car title data for over 10,000 USAA insurance members
- Retrieved documents for USAA members electronically through a storage database

SKILLS & LANGUAGES:
- Proficient in Microsoft Word, PowerPoint, and Excel
- Basic in WordPress
- Exposure to SAP and MySQL
- Conversational in Haitian Creole