

Brittany Reinert

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2021
Dual Major: Management Information Systems | Finance
GPA: 3.41

SELECTED COURSES:

Data Analytics, Financial Management, Information Systems in Organizations,
User Experience Design, Web Application Development

ACTIVITIES:

- Member, Association for Financial Management, 2020 – present
- Member, Association for Women in Finance, 2020 – present
- Member, Association of Information Systems, 2020 – present

INFORMATION SYSTEMS COURSE EXPERIENCE:

Information Systems in Organizations

- Developed an understanding of Swim Lane Diagrams, Entity Relationship Diagrams (ERD), Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), and Salesforce.

Data Analytics

- Formed skills in analyzing and applying data to decision-making using database modeling, Relational Database Management Systems (RDBMS), Transactional Database, data extraction, Analytical Data store, and data visualization.

INFORMATION TECHNOLOGY SKILLS:

Software Development: Visual Studio Code

Web Development: HTML5, JavaScript, WordPress

Database Management: Microsoft Access, MySQL, MongoDB, NoSQL, Tableau Prep

Project Management: Microsoft Office

EXPERIENCE: RED WING SHOES, Philadelphia, PA July 2017 – Present

Sales Associate

- Provided customer service for a work boot retailer that specializes in safety toe boots and safety gear.
- Restocked inventory daily to ensure the store was clean and organized.
- Checked the cash drawers and safe at the beginning and end of each shift to make sure they were balanced.

ROHAN GROUP, Philadelphia, PA

November 2015 – July 2017

HR Assistant

- Processed payroll for over 1,500 employees and ensured all the proper deductions were entered.
- Reviewed and investigated all claims submitted to the HR team.
- Responded to employee concerns and inquiries by phone and email relating to payroll or any other issues.
- Handled new hire paperwork, completed employment verifications, and made changes to current employee records.

PIZZA HUT, Philadelphia, PA

December 2013 – November 2015

Shift Manager

- Managed and supervised shifts of four or more employees and communicated the importance of teamwork.
- Audited the safe and cash drawers at the beginning and end of each shift and made the nightly deposits.
- Ensured that each station followed the food safety procedures to guarantee a safe and clean establishment.
- Counted inventory daily and labeled all perishable products with expiration stickers to maintain high food quality.