**BRIDGETTE C. WEIRICH** *tue81211@temple.edu*

*1736 North Sydenham Street | Philadelphia | PA | 19121 | 484.716.6181*

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: May 2016***

***Major: Management Information Systems (MIS)***

GPA: 3.38

*Selected Courses:*

Information Systems Integration Global Business Policies

Data-Centric Application Development Lead Global Digital Projects

Enterprise IT Architecture Data Analytics

Digital Design and Innovation Information Systems in Organizations

# ACTIVITIES:

Member, Association for Information Systems (AIS), January 2015-present

Member, InMotion Dance Team, Fall 2012-present

Service Volunteer, Home at Last Dog Rescue, 2011-present

Social Media Chair and Choreographer, InMotion Dance Team, Fall 2014-Sprint 2015

EXPERIENCE:

TOKIO MARINE NORTH AMERICAN SERVICES, Bala Cynwyd, PA

**Project Management / Service Management Intern** Summer 2015 – Spring 2016

* Cleanse employee management system, utilizing PeopleSoft, to minimize redundancy and reduce inaccuracies by 25%.
* Analyze and manage 150 employee and contractors’ time reports, within Project Server, and notify them via e-mail if non-compliant on report.
* Created a project charter, project schedule, and communication plan for TMNAS’ 2015 Customer Satisfaction Survey.
* Met with executive leads from each department to review previous survey, which resulted in reconstruction of the 2015 Customer Satisfaction Survey.
* Analyzed 2000+ respondents’ results and created an executive summary to be distributed to the executive team and throughout the entire organization.

VALLEY FORGE INVESTMENT CORPORATION, King of Prussia, PA

**Accounting Intern** Summer 2013, Winter 2013, Summer 2014

* Entered hotel invoices into Great Plains software and matched invoices with corresponding checks to be paid by the company.
* Reconciled credit card statements for four hotel companies using Microsoft Excel.
* Evaluated previous billing statements to verify past hotel inventory and matched present-day food, liquor, and linen inventory.
* Scanned, filed documents, and organized information into files.

# SKILLS:

* PHP, HTML, CSS, MySQL, SAS Enterprise Miner, Justinmind, SharePoint, Project Server, Microsoft Project, Microsoft Great Plains, Microsoft Word, Excel, PowerPoint, POM-QM, Dreamweaver