

William Catanch

william.catanch@temple.edu

5512 Lena Street / Philadelphia / PA / 19144 / 215.626.5802

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Major: Management Information Services
GPA: N/A

Community College of Philadelphia, Philadelphia, PA
Associates in Arts: Management of Computer Information Technology
Graduation with Honors: December 2013
GPA: 3.4

ACTIVITIES:

- Member, Phi Theta Kappa Honors Society, Fall 2012 – Present
- Volunteer for Visitation Homes BVM
- Worked 42 hours per week while maintaining a full course load

EXPERIENCE: Community College of Philadelphia, Philadelphia, PA 2/ 2011 – 12/ 2013
Work Study, Student Leadership and Involvement Center

- Updated and maintained social networking websites
- Typed and proofed final revisions of documents for director of department
- Managed the reception area, answered up to 20 calls a day, and solved customer complaints

SHPS, Philadelphia, PA 7/ 2009 – 11/ 2009
Data Entry (Careers USA Staffing Agency)

- Managed and updated hospital audits for accounts daily.
- Created and maintained all files for accounts.
- Maintained and filed highly confidential employee records.

Destination Maternity, Philadelphia, PA 9/1999 - 7/ 2008
Information Technology Specialist

- Troubleshooting and Repairing over 200 network printers in 3 locations
- Printed, scanned, and proofed over 100 production reports daily
- Solved over 20 computer and printer related issues daily
- Provided technical support to warehouse team members
- Primary contact and support person for district manager's inventory needs

SKILLS:

- Microsoft Windows 7, 8 (Word, Excel, PowerPoint, Access, Outlook)
- Desktop Support
- Types 55 WPM
- Database Management