**Chaimaa Elmalhi**  community.mis.temple.edu/celmalhi

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*215.500.2004*

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

***Bachelor of Business Administration, Graduation: May 2018***

MAJOR:Management Information Systems GPA: 3.17

SELECTED COURSES:

Data Analytics Lead Global Digital Projects

Data-Centric Application Development Enterprise IT Architecture

Digital Design and Innovation Studio Operations Management

ACTIVITIES:

* Member, Association for Management Information Systems, Fall 2015 – present
* Participant, National AIS Competition, Spring 2017
* Member, Technical Development Application Programming(TDAP), Spring-Fall 2016
* Participant, IBIT/CDI Challenge, Fall 2016

EXPERIENCE:

REMINDERMEDIA, KING OF PRUSSIA, PA November 2017 - Present

**Project Management Intern**

* Assist the program manager with prioritizing, sizing, and budgeting projects at a media company.
* Manage projects related to data analytics, email marketing, digital product, social media engagement.
* Created an architectural design document of a large project.
* Developed a playbook for the PMO, center of excellence office to standardize processes and templates.
* Host daily meetings for the business and the IT teams to discuss requirements and gap items.
* Create charters, RPFs, PCRs, schedules, Jira tickets, and functional/non-functional requirements.

POUND CAKE, Philadelphia, PA Summer 2017

**Web Design Intern**

* Strategized concepts for large-scale crowd funding campaign for a start-up cosmetics company.
* Managed the production of their inaugural Indiegogo campaign video.
* Monitored the company’s social media channels.
* Restructured the company’s website through JustInMind prototyping tool.

SAAD’S RESTAURANT, Philadelphia, PA May 2013 - July 2015

**Part-time Manager**

* Supervised 10 staff members at a fast-paced casual restaurant specializing in Middle-Eastern cuisine.
* Recruited three employees, training them on cash register use, customer service, and food safety procedures.
* Provided customer service, and took orders of an average of 200 customers daily.

INFORMATION TECHNOLOGY SKILLS:

Analysis: Google Analytics, Tableau

Web Development: HTML, ASP, PHP, CSS, WordPress, JustInMind, Azure

Database Management: SQL, R, SAP

Project Management: Excel OM/MS, PowerPoint, Word, Visio, Jira, MS Project, SharePoint

LANGUAGES: French (fluent), Arabic (fluent), Spanish (conversational)