

EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Anticipated Graduation: May 2015

MAJOR: Management Information Systems | MINOR: Psychology | GPA: 3.42 Major GPA: 3.33

SELECTED COURSES

Intro to Health Services Systems, Medical Terminology, Risk & Insurance Management, Data Analysis, IT Enterprise Architecture, Data-Centric Application Development, Digital Design Innovation, Lead Global Digital Projects

ACTIVITIES

Member, *Association for Information Systems*

September 2013 – Present

Marketing Leader, *IT Services*

July 2014 – Present

Member, *Technical Development Application Program*

July 2014 – Present

Mentor, *Fox School of Business Mentor Program*

September 2013 - December 2013

SKILLS

Google Analytics, MySQL, HTML, CSS, PHP, WordPress, Microsoft Office 2013 Suite, Adobe Illustrator CS6, Photoshop CS6, InDesign CS6, SPSS

EXPERIENCE

Project HOME, Philadelphia, PA

August 2014-Present

Healthcare Administrative Intern, St. Elizabeth's Wellness Center

- Assist in the development of risk and quality management policies.
- Develop weekly reports on pharmacy preparation for VP of Healthcare.
- Organize detailed pharmacy management research for VP of Healthcare.

Temple University, Philadelphia, PA

July 2012 - Present

Peer Advisor, College of Liberal Arts (CLA) Advising Center

- Design and implement a processing workflow for students with secondary CLA majors.
- Effectively communicate academic advice, academic policies and procedures to students.
- Manage web-based learning Change of Program system and advising database.
- Perform clerical work such as answer phones, schedule appointments, organize and prepare files for students.
- Deliver presentation and provide technical support at new student orientations.
- Interview and assist in training new peer advisors with hands on experience and update training material.

Project HOME, Philadelphia, PA

May 2014 – August 2014

IT Health Services Intern, St. Elizabeth's Wellness Center

- Assisted Business Analyst and Clinical Director in the development of chart abstraction plan which included chart abstraction from 500 paper medical charts into Nextgen EHR.
- Executed chart abstraction plan and modified clinical workflow under the direction of the Business Analyst.
- Configured Nextgen EHR by populating tables with preferred medications, immunizations, procedures and labs to meet the specific needs of wellness center.
- Provided technical and training support while also addressing questions and concerns during Go-Live weeks.

Urban Engineers, Inc., Philadelphia, PA

May 2011 – August 2011

Accounting Intern

- Assisted the Assistant Controller, Billing Manager, and accounting co-workers in day-to-day tasks, such as preparing invoices.
- Performed clerical maintenance work on a new accounting information system introduced in 2011 to Urban Engineers, Inc.