

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2021***Major: Management Information Systems******Minor: Accounting******GPA: 3.24*****EXPERIENCE:**

CHUBB, Philadelphia, PA

July 2020 – Present

Intern, Internal Audit Department

- Participate in the annual SOX process where Chubb works closely with Pricewaterhouse Coopers (PWC) to evaluate the effectiveness of its internal controls
- Assist managers in reviewing documents, workpapers, and other key evidence of internal controls
- Develop better verbal and communication skills by writing rationales and follow up e-mails
- Exposure to the audit process, software, and terminology of the position
- Completion of a 6 week internship which lead to an extension

TEMPLE UNIVERSITY, Philadelphia, PA

March 2020 – Present

Project Worker, Institute for Business and Information Technology

- IBIT provides knowledge and a connection between industry leaders and faculty and students to sustain excellence in information technology at Temple University
- Aid small businesses who have been affected by COVID-19
- Work closely with project manager and smaller businesses within a given time period (10 days)
- Develop scope outline with project manager and client to define client's objectives
- Improve the functionality of websites using WordPress

TEMPLE UNIVERSITY, Philadelphia, PA

January 2019 – Present

Student Worker, MIS Department

- Monitor live Zoom class conferences twice a week and handle issues once occurring
- Build and maintain the Master Digital in Marketing course websites using WordPress
- Assist Professors with administrative duties including grading assignments & projects, while aiding students

CVS, Sea Isle City, NJ

Summer 2019-2020

Retail Associate

- Provide excellent customer service to customers daily, offer product guidance and resolve issues
- Collaborate with colleagues and team to achieve CVS's goal of "helping people on their path to better health"
- Handle and record inventory including unloading trucks from suppliers and placing products on shelves for sale

SCOOPS ICE CREAM PARLOR, Sea Isle City, NJ

Summer 2014 – 2018

Assistant Manager

- Managed restaurant autonomously on shifts which entailed serving food, cleaning equipment, restocking freezers, receiving deliveries, assisting with inventory management, etc.
- Trained and mentored new personnel hired, 1–2 per summer for 3 summers
- Ensured quality controls were met, cleaned machinery and equipment according to standards

LEADERSHIP, ACTIVITIES & AWARDS:

- Director of Public Relations/Member, Association for Information Systems 2020-2021 school year
- Social Media Director, NAAAP September 2019 – Present
- Chair of Public Relations & Social Media/Member, Association for Information Systems 2019-2020 school year

SKILLS & LANGUAGES:

- Tableau, WordPress, Microsoft; Word, Excel, PowerPoint
- French-fluent
- Piano, 7 years