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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA Bachelor of Business Administration, Graduation: December 2017 MAJOR: Management Information Systems | GPA: 2.86

ACTIVITIES:

• Member, Association for Management Information Systems, 2016 – present

INFORMATION SYSTEMS PROJECTS:

- Created web and mobile platform prototype that supported registration of up to 6000 users for Philadelphia survey panel organization.
- Created virtual servers to perform multiple functions (file server, domain controller, SQL servers, workstations, server monitor) using Microsoft Azure.
- Acted as Project Manager for group of students creating prototype throughout semester-long project

INFORMATION TECHNOLOGY SKILLS:

Software Development:	Visual Studio.NET, JustInMind
Web Development:	HTML, CSS, PHP, JavaScript, JQuery
Database Management:	Microsoft Access, SQL plus, SQL
Microsoft Office:	Word, Excel, PowerPoint, Project

EXPERIENCE: MBC SOLUTIONS, LLC, Scranton, PA Intern/Technician

July 2017 - August 2017

- Assisted technicians during visits to client location
- Assisted clients with problems as reported via remote desktop access from office
- Shadowed/assisted with: server virtualization, network configuration, virus eradication techniques, PC maintenance, PC setup, data transfers, SonicWall configuration, software update/install/transfer, and a wide variety of PC-related troubleshooting issues for clients

WALKER COMERFORD LAW, LLC, Scranton, PA May 2015 – August 2015 Intern

- Assisted with the digitalization of previous case files to a cloud storage system that allowed universal accessibility for members of the firm using DropBox.
- Elicited information from members of the firm regarding a new website as to what content and features the firm would like included
- Based on gathered information, constructed new website. New features included direct online channel for new clients to reach firm, direct links to firm FaceBook page.
- At conclusion, set up and explained how to use Google Analytics with new website so firm can analyze the traffic on the page

WORK EXPERIENCE

DOG AND BULL BREW AND MUSIC HOUSE Croydon, PA

Prep cook/off-site catering May 2016- August 2016

- Follow house recipes in creation of prep items
- Large emphasis on consistency to minimize variation in house recipes
- Assisted with off-site catering events (preparing and loading the food, set up, serving, breakdown). These events included a weekly stand at a family farm with other local businesses, private events and parties, and food competitions.
- Worked the salad station/fryer station during service numerous occasions.

BLAZE PIZZA Philadelphia, PA

Pizza Smith February 2015- Current

- Cook pizzas for customers as they come down the line
- Cut and plate/box pizza and deliver to customer
- Maintain sanitary working environment and basic sanitation practices handling food
- High attention to detail necessary regarding quality assurance of product
- Large amount of customer interaction during typical work day

OLDE BROOK INN Spring Brook Township, PA

Prep Cook May 2015 – August 2015

- Worked the salad station during dinner service for first month of the summer
- Ran the raw bar (raw oysters and clams) thereafter, which included maintaining inventory, cleaning the shells, shucking at the raw bar in front of guests, and quality assurance before serving to customers.
- Assisted with preparation cooking before and during dinner services.
- Experience working fryer and pizza (wood-fire oven) station during dinner service
- Further developed knife skills, learned safer and more efficient methods

ST. MARY'S VILLA NURSING HOME Elmhurst, PA

Dietary Aid May 2014 - August 2014

- Record inventory and deliver requested items/foods to units within the facility
- Provide satisfactory customer service to residents and their families
- Maintain a sanitary environment in the kitchen
- Serve meals to residents

EAGLE LAKE COMMUNITY ASSOCIATION Gouldsboro, PA

Food and Beverage Personnel April 2011 - August 2011, April 2013 – August 2013

- Maintain proper sanitation within the kitchen and dining area
- Prepare and serve customers food
- Set up and break down large dining events, of which would be catered by the Food and Beverage staff as well
- Acted as a server during restaurant style events and cocktail parties.
- Create weekly specials for concession stand menu

EAGLE LAKE COMMUNITY ASSOCIATION Gouldsboro, PA

Recreation Personnel May 2012 - August 2012

- Provide satisfactory customer service to residents
- Assist residents in resolving issues that were brought to my attention while overlooking a facility within the private community
- Be prepared to deliver first aid to any resident at any time

MCDONALD'S Daleville, PA

Cook/ Cashier February 2009 - April 2011

- Maintain a sanitary eating and cooking area within the restaurant
- Handle currency while serving customers
- Assist customers in resolving and problems they have with their meal or their order

- Take inventory of shelves and deliveries
- Record customer's order on computer, which would be sent back to the cooks to prepare.