

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Major: Finance and Management Information Systems
GPA: 3.61, Dean's List: Fall 2012 – Present

Selected Courses:

- | | |
|--------------------------|-----------------------------|
| -Intro to MIS | -Enterprise IT Architecture |
| -Data Analytics | -Financial Management |
| -Statistics for Business | -Calculus for Business |

ACADEMIC ACTIVITIES & AWARDS:

- Executive Coordinator, Temple Newman Center, Fall 2014 – Present
- VP of Community Service, Financial Management Association, Spring 2014 – Present
- Community Service Chair, Professional Sales Organization, Fall 2012 – Winter 2013
- Active Member, Future Fox Leaders, Fall 2012 – Spring 2014

EXPERIENCE:

Merck, Whitehouse Station, NJ Summer 2014

Administrative Assistant

- Utilized the Oracle database system to purge departmental files and prepare personnel files for archiving
- Consolidated loose files from the years 1970 to 2014 for Merck and Schering-Plough
- Archived all personnel files for Merck and Schering-Plough for 2009 to 2011

Williams-Sonoma, Bridgewater, NJ Winter 2013

Stock Associate

- Conducted stock checks to ensure the sales team had proper knowledge of and access to inventory
- Received and processed shipments containing on average 350 packages
- Recognized by the store manager for maintaining an efficient stockroom
- Ensured accuracy and condition of shipments while restocking sales floor and assisted customers during peak periods

SKILLS:

- SAP
- Microsoft Word, PowerPoint, and Excel