1849 North 18th Street | Philadelphia | PA | 19121 | 484.340.0986

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA Bachelor of Business Administration, Graduation: December 2014

Major: Finance

GPA: 3.91 | Dean's List, Spring 2012 - present

ACTIVITIES & AWARDS:

- Volunteer, Chester County SPCA, June 2013 present
- Volunteer, Temple Relay for Life, April 2013
- Winner, PwC's xTax Challenge at Temple, October 2012
- University of Delaware's Dean List, Fall 2010-Spring 2011
- Member, National Society of Collegiate Scholars, 2010 present

EXPERIENCE:

INDEPENDENT, Philadelphia, PA

October 2011 - present

Nanny

- Provide child care for seven families in Chestnut Hill area with children ranging from ages eight months to twelve years, including non-English speaking children and children with disabilities.
- Supervise children and aid in the development of their communication and scholastic skills; perform household tasks and errands for families.
- Manage scheduling with each family; recruited three additional nannies to work for other families in need of services.

STATE STREET GLOBAL SERVICES, Berwyn, PA

June 2013 - August 2013

Investment Manager Services Global Operations Intern

- Assisted Transaction Management, Account Services, and End-Client Reporting vice presidents in providing custom outsourcing services to institutional asset managers for a global industry leader.
- Analyzed cross-functional workflows to identify business process efficiencies, areas of improvement and opportunities for automation. Designed automated dashboard for future implementation.
- Reviewed third party system access reports for all applications and assigned risk ratings.
- Delivered off security positions in Enterprise Client Reporting system to close out terminated accounts.

FOODTEMPS, Washington D.C. and King of Prussia, PA

June 2012 - January 2013

Trade Show Demonstrator/Sales Specialist

- Provided customer service to 10,000 domestic and international specialty foods buyers at the 57th Summer Fancy Foods Show.
- Served as a demonstrator for Rao's Specialty Foods, a fine dining restaurant and wholesaler of traditional Southern Italian foods.
- Marketed Vosges Haut-Chocolat, a luxury chocolate collection specializing in green initiatives and ethical sourcing of exotic ingredients, at King of Prussia's Niemen Marcus during 2013 holiday season.

SKILLS:

• Microsoft Word, PowerPoint, Excel