

Dianna Johnson

community.mis.temple.edu/diannaejohnson

Philadelphia | PA | 19121 | tel : 215.681.3359 |
dianna.johnson@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2018
MAJOR: Management Information Systems | MINOR: Healthcare Management
GPA: 3.14

SELECTED COURSES:

Data Analytics, Data Centric Application Development

ACTIVITIES AND AWARDS:

- Member, Association for Information Systems, Fall 2016 – present
- Mentor, Fox School of Business Mentorship Program, Fall 2016
- The Fox Fund, Spring 2016
- Member, Temple University Investment Association, Spring 2016
- Dean's List, Fall 2014, Spring 2015, Fall 2015 (DCCC)

INFORMATION TECHNOLOGY SKILLS:

Web Development: HTML, CSS

EXPERIENCE: D L TAX CONSULTANTS LLC., Philadelphia, PA August 2016 – November 2016

Intern

- Created a website for the business through WIX platform.
- Managed the businesses social media accounts including Facebook, Twitter, Instagram, and an informational blog ran through Tumblr.
- Researched and generated ideas for e-marketing e-mails including tax reminders and general business offers.
- Used QuickBooks online and desktop version for multiple small businesses that are managed through D L to enter expenses and invoices, while matching them to the individual business records.
- Experience with filing for EIN's for small businesses, closing out a business and filing quarterly earnings.

SKY CLEANER, West Grove, PA

July 2013 – December 2015

Sales Associate & Greeter

- Started in company as general employee, promoted to assistant manager because of knowledge of customer base and store operations along with general experience.
- Provided customer service for Sky Cleaner including taking peoples dry cleaning orders and servicing those picking up their orders.
- Reconciled deposits and settlements worth \$1500-\$2000, also handled cash deposits and closing out of drawers at the end of the shift.
- Supervised general employees and trained new employees on how to take customers, how to sort clothes by a specific number/invoice system and how to strategically match the racks we hang the clothes on to invoices in the computer system.

SKILLS & LANGUAGES:

- Proficient in Microsoft Word, PowerPoint, Excel