

Dawid Kedzierski

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2021
Major: Management Information Systems

SELECTED COURSES:

Systems Analysis & Design, Database Management Systems, Managing Global Information Systems Projects, Business Process Analysis

ACTIVITIES:

- Member, Association for Information Systems, 2019 – present

INFORMATION TECHNOLOGY SKILLS:

Analysis: Visio, Rational, Visible Analyst
Software Development: Visual Studio.NET and Java
Web Development: HTML, ASP, Microsoft FrontPage
Database Management: Oracle 11i, Microsoft Access, SQL plus, SQL, PL/SQL
Project Management: Microsoft Project, Microsoft Office

EXPERIENCE: AMAZON, Easton, PA Summer 2017

Order Picker

- Provided fulfillment service to 1.1 million square foot regional warehouse.
- Operated specialty fork-lift, including safety harness training, under a time sensitive fulfillment rate.
- Awarded several “Documented Positives” awards for exceptional efficiency among the top 10% of company employees.
- Assisted with new-employee on-boarding and training on procedures to improve fulfillment defect rates.

DANIEL G DOUGHERTY P.C ATTORNEY AT LAW, Whitehall, PA

2015 - 2017

Office Assistant

- Provided administrative support at a law firm office, including hardware support and facility maintenance for three-story office building.
- Supervised reorganization and migration of 1000+ client records including extensive review of obsolete data and new file creation + documentation.
- Assisted in bond valuation and data entry for high value client.

SKILLS & LANGUAGES:

- Salesforce
- Microsoft Excel, Word, Powerpoint
- Tableau
- Python