

Daniel Mishel

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EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Master of Business Administration, Anticipated May 2016

- *Management Information Systems Concentration, GPA 3.93*
- *Member, Fox Graduate Student Association, 2014-2015; Member, Fox Net Impact, 2014-2015*

UNIVERSITY OF ROCHESTER, Rochester, NY

Bachelor of Arts, Mathematics, Awarded 2006

- TAKE FIVE UNIVERSITY HONORS PROGRAM
- *President, Vice President, Business Manager, Rochester Strong Jugglers, 2002-2005*

WORK EXPERIENCE

CATEX, Princeton, NJ

MBA Intern

May 2015 – August 2015

- Researched and selected a vendor for enhancing API Mapping capabilities compatible with Catex's Pivot Point Transaction system and Data Vera system.
- Completed testing on the Quality Analysis, Development, and Production sites for the system.
- Created a Balanced Scorecard as a new service for understanding current trends and health of the business that will be provided to current clients and will be used to attract new clients.
- Contributed to strategy meetings with the CEO and CTO before meetings with prospective clients.
- Worked closely with employees from all levels and supervised one undergraduate intern.

INTERNATIONAL MONETARY FUND, Washington, DC

October 2005 – August 2014

Human Resources Associate (February 2014 – August 2014)

- Coordinated new employee training and ongoing staff development for international financial institution that provides financing and economic development consulting services to developing nations.
- Oversaw contractual employees and conducted ongoing training on PeopleSoft, Oracle Hummingbird proprietary software, and e-Records.
- Worked closely with Human Resources Officer to identify training needs, administrative and professional staff recruitment, and other employment functions.
- Assisted with employee recruitment and selection, supervised 25 employees, and managed HR staffing budget for temporary and agency personnel, including performance assessment and remediation.
- Reviewed offer letters, extension of contract amendments, and change of appointment correspondence.
- Administered day-to-day operations of the division, including planning, organizing, and assigning contractual staff and agency personnel to fulfill short-term staffing needs throughout IMF departments.

Senior Administrative Associate (August 2012 – February 2014)

- Served as HR shared services liaison for the Middle East and Central Asia Department, the Institute for Capacity Development, and the Statistics Department.
- Edited staff reports, memoranda to management, and Article IV Consultation reports.
- Assisted with recruitment and talent acquisition procedures and reviewed expense reports.

Assistant to the Executive Director (October 2005 – August 2012)

- Conducted research on IMF policy, country surveillance, programs, and membership issues.
- Assisted with policy documents on balance of payments and poverty reduction program documents for the office's constituency: Albania, Greece, Italy, Malta, Portugal, San Marino, and Timor-Leste.
- Edited economic papers, Executive Board statements, and conducted research for economists.

MISCELLANEOUS

- *DM5, Hummingbird, Microsoft Suite, PeopleSoft, SharePoint, Taleo*
- *Volunteer, Miriam's Kitchen, 2011-2014*
- *Captain, IMF Soccer Team, 2008-2012*