

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2014
Major: Management Information Systems
GPA: 3.06, Major GPA: 3.16, Dean's List: Spring 2013

ACTIVITIES & AWARDS:

- Recipient, Eagle Scout Award, February 2009
- Recipient, Temple University Honors Scholarship, 2009 – Present
- Recipient, Neducusin Spirit of Manayunk Scholarship, 2009- Present
- Member, Kappa Delta Rho Fraternity, April 2011- Present
- Alumni Advisor, Hugh O'Brian Youth Leadership Conference, 2012-Present
- Habitat for Humanity- Almost Heaven, WV, 2010-2011
- Risk Committee Chairperson, Kappa Delta Rho Fraternity, Spring 2012-Fall 2013

EXPERIENCE: DEFENSE LOGISTICS AGENCY, Philadelphia, Pennsylvania, Fall 2011-Present
Contracts Specialist Intern

- Learn the basics of contract negotiation by soliciting low-dollar buys for the Navy for spare requirements of the F/A-18, V-22, and other aircraft.
- Administer price analyses of proposals and price breakdowns, then negotiate prices to "fair and reasonable" rates to award.
- Oversee a section of 11 contract specialists and over 500 buys while administering data analytics tools to track workloads, progress of buys, and expected award dates.

TEMPLE UNIVERSITY RESIDENTIAL LIFE, August 2010-May 2013

Resident Assistant

- Supervised and maintained safe living spaces for residents in a 1,000 resident building.
- Aid in crisis management, mediated roommate conflicts as well as developed a community of more than 60 male and female residents.
- Created programming that covered a wide spectrum of needs in the freshman community like: inclusivity, academic success, and self exploration.

TEMPLE OFFICE OF UNDERGRADUATE ADMISSIONS, Spring 2010-Fall 2011

Owl Ambassador Tour Guide

- Communicated with families the specific details and data about the University and what it has to offer for prospective students as a tour guide.
- Assisted in organizing over 20,000 applications each year for admissions counselors.
- Updated information given through publications regularly through research of University-wide departments.

SKILLS & LANGUAGES:

- MS Office Proficient
- MS Excel Intermediated
- Spanish-Conversant