

# Diana Westerfer

community.mis.temple.edu/DWesterfer

115 Ridge Pike | City | PA | 19444

267.535.9323 Diana.Westerfer@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2019*  
*Major: Management Information Systems*

## SELECTED COURSES:

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

## ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2017-Present
- Technical Student Association, National Finalist, 2011-2015

## INFORMATION TECHNOLOGY SKILLS:

Analysis:	Visio, Rational, Visible Analyst
Software Development:	Visual Studio.NET, C# and Java
Web Development:	HTML,
Database Management:	Microsoft Access
Project Management:	Microsoft Project, Microsoft Office

EXPERIENCE: NOOTER CONSTRUCTION COMPANY, Marcus Hook, PA and Linden, NJ  
May 2015 – Present

### **Intern**

- Served as on-site IT specialist at both Sunoco Marcus Hook and Bayway Oil Refinery
- Constructed and maintained databases and spreadsheets for material intake, piping installation, and external communications, as well as maintaining physical record books
- Conducted time-keeping work that included distributing paychecks, updating payroll information, and the allocation of hours to ensure prompt payment to contractors

DAVID'S TEA, King of Prussia, PA

May 2016-Present

### **Tea Guide**

- Provided customers friendly and fast service whilst crafting beverages, providing suggestions on tea or demonstrating product
- Travelled to many social, business, and exercise events to demonstrate equipment and create new cliental and business partners

JAY STREET VIDEO GAMES, Plymouth Meeting, PA

June 2015-May 2016

### **Sales Associate, Key holder**

- Conducted routine maintenance and repairs on video gaming software and hardware
- Calculated and assessed the value of software, hardware and equipment and negotiated trade values with customers

**SKILLS & LANGUAGES:**

- Spanish – conversational
- American Sign Language - conversational
- OSHA certified
- TWIC card holder