

Diana Westerfer

community.mis.temple.edu/DWesterfer

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2020
Major: Management Information Systems

SELECTED COURSES:

Intro to Engineering, Frontiers in Bioengineering, The Bionic Human, Engineering Graphics, Practical Japanese, Doing Business in a Foreign Country (Denmark-Abroad), Expanding a Business Abroad (Bulgaria & Czech Republic-Abroad)

ACTIVITIES AND AWARDS:

- Active member, Association for Management Information Systems, 2017-Present
- Active member, Technological Development Application Program, 2017-Present
- Second place, Temple University Data Analytics Challenge, 2018
- Study Abroad, Tokyo Japan, Summer 2018

INFORMATION TECHNOLOGY SKILLS:

Analysis:	Visio, Rational, Visible Analyst
Software Development:	Node.JS, XNA, C#, Java
Web Development:	HTML, CSS, JavaScript
Database Management:	Microsoft Access, SQL
Project Management:	Maxwell Systems Management, JD Edwards Enterprise
Design & Drafting:	Autodesk AutoCAD, Autodesk Inventor, Bluebeam Revu

EXPERIENCE:

RIGGS DISTLER, Cinnaminson, NJ February 2019-Present

Administrative Assistant

- Calculate and monitor job profitability using man hours worked, equipment rentals, and material purchases against initial bid estimates and accrued purchase orders
- Maintain complete records of field and shop timesheets, materials ordered and received, project related documents, job plans and specifications
- Recommend approval or rejection of submittals/invoices as appropriate; monitor progress with regard to schedule and delivery dates
- Ensure delivery of day-to-day management services for the duration of the project

NOOTER CONSTRUCTION COMPANY, Linden, NJ May 2016-May 2018

Field Accountant/Intern

- Served as on-site IT specialist at both Sunoco Marcus Hook and Bayway Oil Refinery
- Constructed and maintained databases and spreadsheets for quantitative tracking of material receiving, piping installation, and external communications, as well as maintaining physical records
- Conducted time-keeping work; including distributing paychecks, updating payroll information, and allocation of hours in CCM/Tracks to ensure prompt payment to contractors