

Emily R. Gindele

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2021
Major: Management Information Systems
GPA: 3.78 |

ACTIVITIES:

Member, Delta Phi Epsilon	Volunteer, Special Olympics
Member, Love Your Melon	Athlete, Crew
Member, Box of Balloons	Executive, NAZ-A-THON (HS)
Volunteer, Philabundance	Captain, Athlete, Basketball (HS)
Secretary, Best Buddies	

EXPERIENCE:

PEI-Genesis, Philadelphia PA May 2018 – July 2018

Global Operations Intern, Analytics Team

- Collected pricing and technical data from suppliers and converted it to company standards to report to upper management
- Developed and documented data into ERP acquisition systems and databases including ASW
- Created macros and programs including pivot tables to make systems less time consuming and more efficient for buyers
- Contacted and supported suppliers to align different IT systems
- Analyzed acquisition department with pricing estimates and historical trend reports

Neshaminy Beer and Soda, Bensalem PA June 2017 – Present

Cashier

- Perform inventory reviews and verify invoices
- Receive payment by cash, check, credit cards, or debit cards from customers for products
- Issue receipts and refunds
- Reconcile cash drawers including safe and lottery drawer to make sure it is balanced between bills and change
- Alleviate challenging customer disputes before escalation

Flynn O' Hara, Philadelphia PA August 2013 – August 2016

Sales Associate

- Aided young customers to find a uniform that would fit properly
- Managed to keep showroom clean and visually appealing at all times
- Answered customer's questions and dealt with problems and complains

SKILLS:

- Proficient in programming concepts, user interfaces, database management systems including mySQL
- Strong communication skills and time management
- Highly knowledgeable in mathematical skills
- Trained and proficient in Microsoft office including Excel, PowerPoint, Access, and Word
- Excellent typing speed with accuracy