

Emilisa Lopez

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Personal contact information redacted to protect online privacy |

267-241-8035

EDUCATION: COMMUNITY COLLEGE OF PHILADELPHIA, Philadelphia, PA
Associates of Business Administration, Graduation: May 2016
Major: Business Administration |

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2018
Major: Management Information Systems

INFORMATION TECHNOLOGY SKILLS:

- Proficient in Microsoft suit
- Basic understanding of coding languages: PHP, HTML, CSS

EXPERIENCE: Tony and David Landscaping February 2017 – Current
Business Consultant/Analyst

- Created new record keeping methods
- Digitized the company's files
- Update client's profiles and records

J.L & Son Transport and Tow L.L.C September 2014-Current
Secretary

- Managed insurance policy contract
- Archive paperwork
- Managed online accounts

Vector Marketing, Philadelphia, PA Summer 2014
Sales Associate

- Demonstrated products to clients
- Created online orders for clients

SKILLS & LANGUAGES:

- Spanish – Fluent