

*Personal contact information redacted to protect online privacy*

EDUCATION: COMMUNITY COLLEGE OF PHILADELPHIA, Philadelphia, PA  
*Associates of Business Administration, Graduation: May 2016*  
*Major: Business Administration* |  
Overall GPA: 3.0  
TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: December 2018*  
*Major: Management Information Systems*  
Overall GPA: 2.75

INFORMATION TECHNOLOGY SKILLS:

- Proficient in Microsoft suit

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

- Created new record keeping methods
- Digitized the companies files
- Update clients profiles and records

Vector Marketing, Philadelphia, PA Summer 2014  
**Sales Associate**

- Demonstrated the products to the clients
- Created online orders for clients

SKILLS & LANGUAGES:

- Spanish – Fluent