

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

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

ACTIVITIES AND AWARDS:

- Member, Association for Information Systems, Spring 2018

INFORMATION TECHNOLOGY SKILLS:

- Proficient in Microsoft suite
- Web Development: HTML, CSS, PHP
- Data analytics software: Tableau
- Project Management: Microsoft Project

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

- Created new record keeping methods making them easily searchable
- Digitized the company's files making them accessible and readily available
- Updated client's profiles and records and keep them up to date

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

- Manage insurance policy contract with outside agent
- Archive paperwork and kept records up to date
- Manage online accounts
- Book shipments for transport and delivery
- Manage payments for shipments

Vector Marketing, Philadelphia, PA Summer 2014
Sales Associate

- Demonstrated products to clients
- Created online orders for clients

SKILLS & LANGUAGES:

- Spanish – Fluent