

Emily Mellon

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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: 3.66, Dean's List: Fall 2018

SELECTED COURSES:

Information Systems in Organizations, Data Analytics, Data Centric Application Development, Data Science, Digital Solutions Studio, Enterprise IT Architecture, Lead Global Digital Products, Web Service Programming

ACTIVITIES & AWARDS:

Vice President, Pinky Swear PACK Fall 2020-Present

- Spread awareness and help children battling cancer with emotional/financial support
- Keep record of all events our PACK plans and/or participated in

Member, Love Your Melon Crew Fall 2018- Spring 2020

- Volunteered at Park Way Run & Walk for Children's Hospital of Philadelphia, Fall 2018
- Participated in tables on campus spreading awareness about Love Your Melon and our non-profit partners

Information Technology Assistant Fall 2019
Recipient, IT Leaders Scholarship Spring 2019

- For academic achievement

INFORMATION TECHNOLOGY SKILLS:

Software Development: JavaScript, Node.js, Amazon Web Services
Database Management: SQL, NoSQL, Tableau
Project Management: Microsoft Office
Analysis: Google Analytics

EXPERIENCE:

CSC, Wilmington, DE June 2020-Present
ET Demand and Delivery Intern

- Schedule and host on average five project initiation meetings per week
- Utilize ServiceNow to task out projects, run reports and create meaningful dashboards
- Assist with creating documentation on Demand and Delivery processes

BARRE3, Berwyn, PA November 2017-January 2020
Day Care Assistant

- Supervised up to six children between the ages of eight weeks and ten years old at a time
- Built constructive and open relationships with families with forthright yet friendly communication
- Organized and engaged in recreational activities such as games and puzzles

PACIFICO AUTO GROUP, Essington, PA May 2019-August 2019
Human Resources Intern

- Used Pay Roll Plus to manage and keep track of employee paid time off
- Audited over 100 employee insurance plans in Excel every month
- Worked in Compli to manage new hire paperwork and time off requests

