

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2015
Primary Major: Accounting | Total expected credits: 150
Secondary Major: Management Information Systems
GPA: 3.84 Dean's List: Fall 2011 – Present

ACTIVITIES: Member, Honors Program, spring 2013 - Present
Member, Institute of Management Accountants, fall 2012 – Present
Member, Beta Gamma Sigma – spring 2014 – Present
Member, Association of Information Systems, fall 2014 – Present
Mentor, Mentorship Program, fall 2014 - Present

AWARDS: New high performing MIS students who demonstrate exceptional potential achievement and accomplishment, spring 2014

EXPERIENCE: TEACHING ASSISTANT, Philadelphia, PA August 2014 - Present
Teaching Assistant

- Created answer keys for projects involving SAP, Excel, Decision Support Systems, and learning objectives in the classroom, such as CRM.
- Provided the professor with timely feedback about the ease of understanding the projects' instructions.
- Held office hours prior to the projects' due dates, in order to help answer 120 students' questions.

ATLAS PROPERTY MANAGER LLC, Philadelphia, PA May 2014 – August 2014
Bookkeeper

- Managed each of the 500 tenants' ledgers daily using Propertyware, which required collecting accounts receivable, charging accounts payable and uploading leases and addendums.
- Reconciled two bank accounts and two credit cards on a daily, weekly and monthly basis.
- Monitored owners' accounts by issuing draws weekly, requesting landlord insurance quotes, managing turnover budgets daily and answering emails daily.

3E CONSULTING SERVICES, Chadds Ford, PA June 2011 - Present
Intern

- Conducted inventories using SAP for Kellogg Company, in which \$1,000,000-\$6,000,000 worth of parts were accounted for.
- Conducted inventories using Maximo for Johnson and Johnson's pharmaceutical company, in which \$3,000,000 worth of parts were accounted for.
- Controlled documents for one of Braskem's engineering projects, using SharePoint and Excel.
- Recorded, in QuickBooks, 3E Consulting Services employees' weekly timesheets.

SKILLS & LANGUAGES:

- Microsoft Office Word, Excel, Access and PowerPoint
- AutoCAD – Basic
- QuickBooks
- SAP
- Maximo
- Adobe
- POM-QM
- SQL
- SAS
- Propertyware