

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2018***Major: Management Information Systems***

GPA: 3.43 | Dean's List Spring 2015

ACTIVITIES:

- Member, Association of Information Systems, Fall 2015-present
Activities within this organization include 2-3 meetings per week of presentations by employers and professional development workshops. Attending at least one social and community service event each semester provides opportunities to build our network.
- Volunteer, Duckery Elementary, computer set up, September 18, 2015

INFORMATION TECHNOLOGY SKILLS & EXPERIENCE:

- Advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Proficient in SAP, MySQL, HTML & CSS, PHP and WordPress
- Analyzed requirements/created digital platform in JustInMind to realistically display cosmetics products and grow the stakeholders' brand.

EXPERIENCE:

TARGET CORPORATION, King of Prussia, PA / Philadelphia, PA

June 2017 – Present

Executive Team Lead Intern

- Ran the sales floor of a \$35MM business consisting of 5 departments and 90 employees.
- Lead daily meetings with the sales floor team to discuss sales, payroll and upcoming events.
- Analyzed trends in sales and met weekly with other managers to focus on areas of opportunity and implement solutions.
- Managed payroll and appropriately added or removed hours when needed.
- Utilized iOS and Android devices to manage inventory, perform price audits and communicate incoming alerts to the team throughout the day.

EXPERIENCE:

WINDYBUSH SWIM CLUB, Wilmington, DE

April 2016 – September 2016

Pool Manager

- Managed and oversaw all operations including supervising a team of 10 lifeguards.
- Coordinated 8 separate events at a private swim club, including budgeting, communicating with members and acting quickly in emergency situations.
- Controlled chlorine and pH balance on an hourly basis and maintained upkeep of facility equipment.
- Placed orders and shipments of chemicals, food and beverages and janitorial supplies.
- Created weekly lifeguard schedules in Excel and analyzed schedule to maintain efficiency with number of employees scheduled at one time.