**Edward J. Shen** Edward.Shen@temple.edu

*3221 Ancona Road, Philadelphia, PA 19154 Cell: 215.327.2300*

EDUCATION: Temple University - Philadelphia, PA Graduated: May 2016

Bachelor of Business Administration - Management Information System (MIS)

# TECHNICAL SKILLS:

Microsoft Office, Microsoft Project, Justinmind Prototyper, SAP, SQL, MySQL, WordPress, Google Analytics, PC hardware troubleshooting, HTML, PHP (Basic), and Python (Basic)

CONSULTING PROJECTS:

**Temple’s AIS data analytical challenge, The Pennsylvania Ballet (PAB)**  February, 2016

* Analyzed and interpreted large datasets to create key solutions to build awareness for PAB
* Defined the project’s scope and boundaries
* Visualized project solution for company’s key issues

**Temple’s Fox Design Challenge (Septa), civic innovation competition** February 2015

* Interviewed ten stakeholder and gathered data to create a solution for better public transportation
* Worked in a team with six to developed project proposal within 6 hours
* Competed and presented with 14 other groups for best innovative idea combining business and design skills

**Business Analysis for Summerville Lumber Company** October 2014

* Interviewed three stakeholders and gathered information to identify root cause of a problem
* Defined the problem and proposed solutions within client’s constraint
* Prototyped and demonstrated root solutions using Justinmind software and demonstrated project scope and requirements

EXPERIENCES:

Temple University Apps and Maps BITs summer program

**Project Mentor** July 2015 - August 2015

* Mentored and managed 10 high school students to develop a new marketing strategy for Pennsylvania Ballet
* Researched and defined project scope within client’s criteria
* Led team to create PowerPoint presentation and graphic prototypes to propose project solutions

YAKITORI BOY & JAPAS Lounge Restaurant, Philadelphia, PA

**Expeditor** January 2013- August 2014

* Multitasked in a fast-paced fine dine restaurant to attend and serve 500+ customers per night
* Served as liaison with chef, kitchen, hostess, wait staff, and managers and resolve any customer concerns

TEMPLE UNIVERSITY, SUMMER CONFERENCE, Philadelphia, PA

**Conference Assistant** May 2013- August 2013

* Provided customer service to 600+ visitors during six different conferences at

Temple University by conducting on-site registration and check-out of all visitors

* Took initiative to independently answer 1000+ inquiry calls and attended to all visitor’s inquiries
* Handled facility set-ups and technical needs, organized incoming resident mail and coordinated housing needs

# ACTIVITIES/HOBBIES:

* Volunteer Independence Blue Cross Broad Street Run, 2010-2011
* Fundraised and raised $300+ and participated in Bike Multiple Sclerosis, 2010-2011
* Captain and manager of an amateur competitive gaming team

LANGUAGES:

Chinese- Cantonese- Conversationally Fluent