

# EMONÉ WATSON

community.mis.temple.edu/ewatson

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2022***  
***Major: Management Information Systems***

## ACTIVITIES & AWARDS:

Member, Temple Association for Information Systems, 2018 – present  
Certificate of Excellence, Temple Association for Information Systems, 2019  
Committee Person, Democratic Executive Committee, 2018 – present

EXPERIENCE: TEMPLE UNIVERSITY, Philadelphia, PA May 2019 – August 2019  
**Administrative Assistant, Center for the Advancement of Teaching**

- Provided clerical support to university office offering professional development services to faculty, staff and teaching assistants
- Responded to service inquiries pertaining to consultations, workshops and events
- Verified guest attendance and retention to events

TEMPLE UNIVERSITY, Philadelphia, PA September 2018 – December 2018

### **Interlibrary Loan Assistant, Paley Library**

- Tracked circulation and reserve units using Microsoft Excel & E-Borrow for university's library with a student population of over 40,000
- Prepared an average of 60 books for shipping weekly using online library resources including Access PA and Alma
- Worked proficiently to ensure all incoming library materials were processed in a timely manner

FEDERAL RESERVE BANK, Philadelphia, PA September 2016 – June 2017

### **Office Automation Support Intern**

- Provided technical assistance to department overseeing the assignment of hardware and software in a company of approximately 900 employees
- Reformatted and prepared mobile devices and laptops for disposal
- Generated and assigned work orders for review

FEDERAL RESERVE BANK, Philadelphia, PA September 2015 – August 2016

### **Information Services Support Intern**

- Monitored and reported the current status of employee resources
- Led development in team project designing template for the department's inventory
- Reviewed and documented employee travel invoices

## SKILLS:

- Proficient with Microsoft Word, Excel and PowerPoint
- Basic knowledge of Tableau Prep
- Basic knowledge of MySQL
- Basic knowledge of R & RStudio