

Edward James Wiler Jr.

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, Pennsylvania
Bachelor of Business Administration, Graduation: December 2015

Major: Accounting

GPA: 3.1

Selected Courses:

Microeconomics	Human Resource and Management
Business Pre-Calculus	Macroeconomics
Financial Accounting	Marketing
Business Calculus	

ACTIVITIES & AWARDS:

Temple University Community Service- Member

Fox School of Business Immersion Program- Member

International Business Association- Member

Temple University Intramural Sports- Soccer and Basketball

High School Community Service Core member 2008-2011, President in 2011

EXPERIENCE: Mikes York Street Bar and Grill, Warminster, PA, January 2010 - present

Expediter

- Assist Servers in preparing meal plates and serving customers.
- Process all to-go orders and responsible that order is correct and tidy.
- Provide services for approximately 450 dinners a night.
- Responsible taking inventory of certain dressings and other supplies.
- Capable to carry out all bus boy activities and cover shifts.
- Oversee work area is cleaned and restocked supply at end of shift.

Starry Nite Party Design, Huntington Valley, PA, September 2008- present

Utilities Clerk Manager

- Oversee and manage the breakdown of party décor for approximately 40 parties per year.
- Manage inventory of all party décor loaded onto van which includes expensive vases and other valuable decorations.
- Responsible for making sure shop is clean and orderly for clients who schedule a visit.
- Trusted to schedule appropriate amount of workers to assist in breakdown
- Capable to communicate with frustrated costumers and assist them.

SKILLS & LANGUAGES:

- Microsoft Word, Excel, PowerPoint
- Spanish – Basic