

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2014
Major: Management Information Systems, Major GPA: 3.0

Selected Courses:

Global Business Policies
Information Systems Integration

ACTIVITIES & AWARDS:

Volunteer Youth Basketball Coach, Bright Hope Baptist Church, November 2013 - Present
Treasurer, Temple University Chapter of the Progressive N.A.A.C.P., March 2011- May 2013
Member, National Association of Black Accountants, February 2011- Present
Peer Educator, Health Education Awareness Resource Team, September 2010 - Present
Negro Educational Emergency Drive Leadership Scholarship, 2009 – 2013
Member, Temple University Association for Information Systems, 2009 – 2014
Pittsburgh Promise Scholar, 2009 - 2013

EXPERIENCE:

THE NORTH FACE

Cherry Hill, NJ

November 2013 – Present

Sales Associate

- Complete sales transactions and return of merchandise
- Assist with preparation of nightly cash deposits
- Provide information on merchandise to customers
- Maintain and replenish store inventory

TEMPLE UNIVERSITY SMALL BUSINESS DEVELOPMENT CENTER

Philadelphia, PA

September 2011 – August 2013

Training Coordinator

- Prepare Customer Invoice Statements.
- Handle sales transactions and deposit weekly payments for office.
- Front desk duties of answering phones, emails, and greeting office visitors.
- Assist with organizing Temple University's Entrepreneurial Success Workshop Series and the Construction Management Certificate Series (approx. 20 students per session).

EVEREL AMERICA

Tucker, GA

Summer 2013

Project Intern

- Make updates to company websites
- Create market research reports to identify new geographical markets for distribution
- Identify, contact, and generate report for sale of obsolete inventory
- Manage warehouse personnel and inventory during organization of sample product inventory

ENTERPRISE RENT-A-CAR, Philadelphia, PA

Summer 2012

Accounting Intern

- Managed 10 accounts for regional rental branches.
- Processed checks for regional rental branches.
- Account adjustments for 10 regional rental branches.

Willing to Relocate

PPG INDUSTRIES, Pittsburgh, PA

Summer 2011

Finance Intern (Credit Department)

- Analyzed S&P ratings of Customers for Credit Reviews on weekly basis.
- Implemented new check processing software for Credit Department.
- Collaborate and organize meetings with high-level managers weekly on software replacement and reconciliation project.

Finishline Inc, Pittsburgh, PA

June 2008 – November 2012

Sales Associate

- Complete sales transactions accurately handling cash and payments.
- Exhibit excellent customer service providing information and service on store merchandise to patrons.
- Assist manager with organization and creation of displays for shoes and apparel.

SKILLS:

- Oracle Database experience
- PeopleSoft software experience
- SAP Sales Order Software experience
- Certified Peer Educator, 2010
- Microsoft Office (Word, Excel, Power point, Project, Access, Outlook)

References Will Be Provided Upon Request

Willing to Relocate