

HEATHER MAKWINSKI

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2017
MAJOR: Management Information Systems - GPA: 3.35 | Dean's List: S. '14, F. '14

SELECTED COURSES:

- Digital Design and Innovation, Enterprise IT Architecture, Mathematics in Computing, Data Centric App Development

ACTIVITIES:

- Member, Association for Management Information Systems (AIS), 2014 – 2016
- Committee Chair, Temple AIS National Competition Committee, Fall 2015
- Participant, Technical Development Application Program, Fall 2014, Fall 2015
- Participant, AIS National Competition SAP Track, Spring 2016

EXPERIENCE: NESTLE PURINA, St. Louis, MO May 2016-August 2016

Intern – IS/IT Audit

- Participated in internal control reviews of Nestle information systems/technologies, brand websites, and security to ensure identified risk areas are properly controlled
- Utilized data analysis tools and techniques against master and transactional data files to deliver comprehensive exception reporting against Nestle policies
- Assisted in control framework initiatives to review SAP role assignments to ensure approved segregation of duties cases are mitigated and allocation of highly sensitive roles are appropriate

TEMPLE UNIVERSITY, Philadelphia, PA

August 2015-present

Information Technology Assistant

- Assisted professors in creating and populating their class sites using WordPress
- Ran SAP helpdesks for students throughout the semester
- Collected and graded student written assignments and technology assignments

LEGRAND, West Hartford, CT

May 2014/2015 – August 2014/2015

Intern – Customer Service and Sales

- Provided sales support for an international company specializing in products/systems for electrical installations
- Entered purchase orders into DataWorks system; filed orders
- Made roughly 50 outbound calls to customers across the U.S. weekly

LA PIASTRA, Cromwell, CT

March 2011 – August 2013

Caterer

- Maintained e-newsletter and website by updating both using EZ page builder
- Prepared/packaged food for catering events and delivered/served the food at the events
- Assisted manager with supervision of the shop which included handling money at the start and conclusion of shift
- Co-facilitated in the creation of the loyalty program allowing customers to earn points as items are purchased

SKILLS:

- Microsoft Word, Excel, PowerPoint, HTML, One Drive, CSS, WordPress, NotePad ++, DataWorks, NetBeans, PHP, SAP, MySQL