

# Ibtihal Al-Froukh

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2016*  
**MAJOR: Management Information Systems**  
GPA: 3.44 | Dean's List: Fall 2013, Fall 2012

## ACTIVITIES AND AWARDS:

- Member, Association of Information Systems, September 2014-Present
- Member, Chi Alpha Epsilon National Honor Society, March 2014-Present
- Student Ambassador, Russell Conwell Learning Center, March 2014-July 2014
- Volunteer, Russell Conwell Learning Center's Peanut Butter and Jelly Community Service, October 2012
- Recipient, Highest Academic Achievement in Math, Russell Conwell Center Summer Bridge Program, August 2012

## EXPERIENCE: ACE GROUP, PHILADELPHIA, PA

### **Intern** June 2015 – December 2015

- Assist the SVP of Global HR Operations with internal audit review to test to see where sensitive data is held
- Communicated to global ACE employees that access to systems with sensitive employee data is reviewed on a quarterly basis

## TEMPLE UNIVERSITY, PHILADELPHIA, PA

### **Information Technology Assistant** September 2014 – December 2015

- Assist Management Information Systems Professor with Information Systems in Organizations course
- Grade projects, hold office hours to provide students extra help with course material, and monitor SAP help desk

### **Math Classroom Assistant** July 2014 – August 2014

- Assisted with teaching two math classes (Intro to Algebra, College Algebra) for approximately 40 incoming Freshmen for the Russell Conwell Learning Center
- Conducted 30 minute recitation following class lecture for homework review, pop quizzes, and practice problems
- Held two daily math tutoring sessions for students who needed additional help

### **Intern** September 2012 – May 2013

- Assisted the Russell Conwell Learning Center with answering main desk phone, filing student and staff documents, scheduling appointments for coordinators, and creating flyers and bulletin boards for monthly events
- Attended an hour and a half weekly seminar sessions on professional development for resume and cover letter writing, leadership and interviewing skills

## SKILLS & LANGUAGES:

- Microsoft Office
- Basic: SQL
- Arabic: conversant