

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: January 2013***  
MAJORS: Management Information Systems & International Business Administration  
Certificate: Latin American Business Certificate  
Cumulative GPA: 3.87 | Dean's List: Dean's List: Fall 2008, Spring 2009, Fall 2010, Spring 2011 | Study Abroad: Saint Louis University Madrid, Fall 2009-Spring 2010

**SELECTED COURSES:**

- Data Analytics
- Enterprise IT Architecture
- Digital Design and Innovation
- Lead Global Digital Projects

**ACTIVITIES AND AWARDS:**

- Community Outreach Coordinator, Temple Students for Fair Trade, Fall 2011-Present
- Member, Association for Information Systems, Fall 2011 – Present
- Winner, Global Ethics Case Competition: Root causes of integrity in action, Fall 2011
- Outstanding Presenter, Global Ethics Case Competition: Root causes of integrity in action, Fall 2011
- Panelist, Global Temple Conference, Fall 2011
- Participant, Destination India, Mumbai & Delhi, January 2009
- Athlete, Temple Women's Crew Team, Fall 2008 - Spring 2009

**INFORMATION SYSTEMS PROJECTS:**

- Serving as team lead for analysis, design and development of a data and processing method to register sensitive photographs of the Temple University Urban Archives.

EXPERIENCE: U.S DEPARTMENT OF COMMERCE, Philadelphia, PA December 2010 – Present  
**Trade Associate, Export Assistance Center**

- Conduct online research on international business trends, compile reports and present findings to senior management.
- Extract valuable performance metric data from company's internal database to provide senior management with progress of key initiatives.
- Assist with confidential client registration in Aplicor Client Tracking System (CTS).
- Edit and update the organizations website on a daily basis to ensure accuracy and promotion of current valuable trade events.

**SKILLS & LANGUAGES:**

- Adobe Dreamweaver
- WordPress
- SQL
- SAP Modules: Supply Chain Management, Human Resources Administration
- Microsoft Office Suite; FactSet – Intermediate
- Spanish – Advanced, Albanian – Conversational, Greek – Intermediate

