Jack Portnoy

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Objective:

To obtain a position where I will be able to maximize my knowledge and skills in business and MIS to become a valuable asset to the company.

Education:

Temple University, Fox School of Business   May, 2016
B.B.A, Management Information Systems   GPA: 3.4

Computer Skills:

Technically proficient in:

- Microsoft Office (Word,Excel,Power Point,Access,Outlook)
- Dreamweaver
- HTML
- SAP

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Experience:

Inventory Taker, RGIS   May 2013-Present

- Proficient with the RGIS hand held computer and other inventory equipment.
- Achieve an average per hour (APH) of 1850 counting goals while ensuring accuracy and integrity of the data collected in all inventories worked.
- Engages and works effectively with and assists other Team Members.
- Took initiative to explore and suggest new approaches that can impact quality and/or quantity of job performance and organizational effectiveness, innovative.

Waiter, Blue Steakhouse Event Center   April 2012-August 2012

- Listened to the customer's order, answer customer's questions.
- Worked with other servers and the cooking staff in a formal setting.

Scanner, Coordinated Health   July 2010-January 2012

- Organized medical files so physicians had a digital copy.
- Organized and prepared files for management.

Activities and Awards:

- Member, Association of Information Systems
- Youth Soccer Referee

References available upon request