

Current Address
1000 Diamond Street
Unit 510A
Philadelphia PA, 19122

Jake Cesarz
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Permanent Address
551 Fairview Road
Glenmoore, PA 19343

Education

Temple University
Fox School of Business and Management
Bachelor of Business Administration in Management Information Systems
Cumulative GPA 3.46, Deans List Fall 2018

Philadelphia, PA
Candidate, May 2021

Work Experience

Anthony's Cucina Fresca
Delivery Coordinator

Downingtown, PA
December 2017 - January 2018

- Created the weekly schedule, oversaw the hiring and management of drivers, and worked with upper management to adapt to busier/slower times of year
- Supported the growing business by hiring a team of 20+ drivers when most previous staff left for school
- Integrated the schedule into an online service, increasing reliability and organization

Wyebrook Farm

Honeybrook, PA

Busser

July 2017 - October 2016

Backserver

October 2016 - January 2017

- Assisted servers in clearing tables and ensuring customers were satisfied in a restaurant with over 100 guest capacity
- Improved cooking and decoration skills by preparing and assembling a multitude of different desserts which were created by an in-house professional baker.
- Enhanced guest experience by developing knowledge of different cheese and wine pairings, in order to make fitting recommendations for their meal preferences
- Promoted to desserts/backserver after four months of good performance as busser.

Lockheed-Martin Sikorsky

Coatesville, PA

Externship

June 2016

- Gained a deeper understanding of a large multinational engineering company, including relevant FAA laws and regulations, engineering processes, and business processes
- Learned and observed the sequence of events that brings a helicopter through assembly, testing, and final sale

Activities

Volunteer Tutor – Temple University Accounting Department

January 2019 - Present

Member – Association of Information Systems

September 2018 - Present

Member – Temple University Investment Association

January 2019 - Present

Proficiencies

Spanish – Conversational

Microsoft Office – Intermediate

Adobe Creative Suite – Intermediate