

## Jeremy R. Boco

Jeremy.Boco@temple.edu

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227 Gwynedd Avenue | North Wales | PA | 19454 | tel: 267.663.8823

### EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: May 2015**

Major: Management Information Systems

GPA: 3.20

### ACTIVITIES & AWARDS:

- Liaison to the Center for Student Professional Development for the Society of Human Resource Management Temple Ambler Chapter 2011-2012
- Treasurer for the Society of Human Resource Management Temple Ambler Chapter 2012-2013
- Member of the South Eastern Pennsylvania Chapter of the Society of Human Resource Management 2012
- Member of Delaware Valley Chapter of the Project Management Institute 2012

### EXPERIENCE:

THE WILLIAM PENN INN, North Wales, Pennsylvania

November 2011 - Present

#### Server, Banquet Department

- Providing elegant and enjoyable dining experience to private receptions of between 20-300 guests, setting rooms using proper etiquette guidelines, and coordinating staff to achieve set time frames and deadlines during meal service.
- Received above average to excellent commendations on 30, 60, and 90 day evaluations.
- Worked overtime for 3 consecutive weeks during holiday season while enrolled in school full time and working a second job without experiencing a decrease in performance.

PEOPLELINX, Philadelphia, Pennsylvania

May 2012 – August 2012

#### Project Management Intern/Generalist

- Entered into a startup company in transitioning from consultancy to a software company. Assisted in organizing, planning, and executing operations in every functional area of the company, while focusing majority of attention in core product development managing quality assurance and client configurations.
- Worked on highly prioritized projects critical to business expansion.
- Developed an internal wiki on Google sites for instructional and informational learning on configuration our software tool. Wiki includes 100 pages, topics, documents, images, and step-by-step instructions to provide a comprehensive overview of software configuration.

BOCOCELLI, North Wales, Pennsylvania

August 2010 – August 2011

#### Founder, CEO

- Initiated and operated a sole proprietorship which manufactured custom printing products, company's office building and workshop located in an 8'x10' shed behind my residential home, engaged in activities across every functional area of business.
- Cost of construction of workshop was reduced greatly by utilizing household items and crafting equipment such as a screen press and washout booth with materials from the local home improvement store.
- Spearheaded the "Make It Personal" marketing campaign which distributed 20 complimentary t-shirts to active members of the company Facebook page. Recipients were required to upload photos of them wearing Bococelli branded merchandise to the Facebook page.

### SKILLS & LANGUAGES:

- Microsoft Office including intermediate/advanced knowledge of Excel
- Certificate in Project Management- Temple University Non-Credit Program
- Essential knowledge of web development languages including HTML, Java Script, CSS, PHP with MySQL