

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2020

Major: Management Information Systems

Overall GPA: 3.95 | Dean's List: Fall 2016 to Present

University Honors Program | Fox School of Business Honors Program

ACTIVITIES AND AWARDS:

- Recipient of the IBIT Emtec Scholarship, Spring 2018
- Member, Association for Information Systems, 2018 – present
- Greenfield Youth Film Festival Award in Best Editing/Sound Design, 2016
- Personally manages a website and YouTube page dedicated to documenting early 20th century music and recordings.

EXPERIENCE:

CHESTNUT INVESTMENT ADVISORY,

Flourtown, PA

January 2017-Present

Documentation and Organizational Assistant

- Optimized proper filing, disposal, and organizational methods of sensitive legal forms for ---- clients at the advisory.
- Secures client confidentiality by following current legal standards and company policy.

RYDAL PARK RETIREMENT COMMUNITY,

Jenkentown, PA

October 2015-June 2016

Performance Entertainment, Volunteer

- Arranged and performed piano scores and music for the population of a large assisted living and retirement community.
- Enhanced emotional well-being by performing to provide therapeutic and relaxing entertainment.
- Dedicated to forming relationships with residents via conducting casual conversations and assisting in various activities and tasks.

SKILLS & LANGUAGES:

- French- Conversational and Spoken
- Microsoft Word, Microsoft Power Point, Microsoft Excel
- Adobe Premiere, Adobe After Effects, Adobe Photoshop
- Piano Tuning and Voicing; Woodwork Restoration