

JACK D. FARROW II

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Expected Degree Completion: May 2015

MAJOR: Management Information Systems

Cumulative GPA: 3.44; Dean's List: Fall 2011

INFORMATION TECHNOLOGY SKILLS:

- Web Development: HTML 5, CSS 3, PHP
- Database Management: MySQL
- Microsoft Excel, Outlook, PowerPoint, Project, Visio, Word

ACTIVITIES AND AWARDS:

- Director, Alumni Relations Committee, Temple Association for Information Systems (AIS), Fall 2014
- Member, AIS, 2012-present
- Member, International Shotokan Karate Federation (ISKF), June 2009-2014
- Participant, Study-Abroad Program, Osaka University of Arts (Osaka, Japan, August 2006-August 2007)
- Recipient, Benjamin S. Gilman Scholarship for Study Abroad, 2006

EXPERIENCE: **Genji Inc**, Philadelphia, PA

November 2014-May 2015

Project Management Intern

- Assisted IT Project Management Director in analyzing business processes, gathering informational requirements, and managing internal projects of Japanese-inspired cuisine restaurant chain with over 180 locations in the US and UK.
- Created project schedules, risk matrices, project workflows, and other documentation to manage diverse projects, including new restaurant openings and IT initiatives.
- Met with key project stakeholders to review and record progress of ongoing projects.

AIS IT Services, Philadelphia, PA

October 2013-April 2014

Team Member/Technical Consultant

- Installed and configured Intuit Quickbooks Point-of-Sale (POS) system for local single-store general-merchandise retailer. Assisted with inventory entry and system testing.
- Instructed owner in POS system features and operation. Made recommendations for future scaling of system to accommodate inventory and business growth.
- Participated in weekly Technical Development Applications Program (TDAP) IT skill-building workshops sponsored by AIS.

SKILLS AND LANGUAGES

- JAPANESE- upper intermediate
- Awarded 1st Degree Black Belt, ISKF May 2012