

# 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: 3.27; Dean's List: Fall 2011

## INFORMATION TECHNOLOGY SKILLS:

- Web Development: HTML 5, CSS 3, PHP
- Database Management: MySQL
- Productivity Software: Microsoft Word, Excel, PowerPoint

## ACTIVITIES AND AWARDS:

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

EXPERIENCE: AIS IT SERVICES, Philadelphia, PA October 2013-Present

### **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.

THE DORCHESTER, Philadelphia, PA September 2007-Present

### **Porter**

- Performed carpet cleaning and floor care, painting, trash removal, snow removal and other cleaning/maintenance jobs in a 500+ unit, urban residential high-rise condominium.
- Trained 4 new employees in operational procedures and policies of the Housekeeping department.
- Participated in quarterly interdepartmental staff meetings and trainings designed to update job skillsets.

## SKILLS AND LANGUAGES

- Japanese, - upper intermediate
- Awarded 1<sup>st</sup> Degree Black Belt, ISKF May 2012