

JOSH GROVER

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OBJECTIVE:

I am a quality-focused individual looking for an internship in a stimulating, technology-centered environment filled with friendly, bright, and engaging people, where I can bring my critical eye and inquisitive mind to jump-start a rewarding career.

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Management Information Systems (MIS)
Graduation: December 2017
GPA: 4.0 | Dean's List: Spring 2016 – current

EXPERIENCE:

MAIN LINE REFORM TEMPLE, Wynnewood, PA August 2003 - August 2015
Operations Associate/Systems Administrator

- Maintained the congregant database of over 1000 member families at a Main Line synagogue, with a religious school of approximately 600 children and a School for Early Childhood Education cultivating over 150 young minds.
- Conducted extensive analyses of financial and demographic data to compile detailed reports for Trustee Board and senior leadership.
- Transformed and supervised annual membership renewal and religious school registration procedures, including processing of dues and tuition for the congregation.
- Calculated and recorded general ledger entries and generated financial statements
- Managed Accounts Receivable and Accounts Payable; processed credit card payments; made deposits with check scanner and software, as well as at the physical institution; and reconciled bank balances.
- Worked closely with members to resolve account issues, financial and otherwise.
- Participated in implementation of multiple software installations and conversions with support professionals, and solved problems with them as they arose.
- Provided ongoing hardware and software technical support, serving as liaison to software vendors and IT consultants; maintained servers, computer workstations.
- Trained 10 part-time and temporary staff, as well as numerous full-time permanent staff members, on various processing and accounting functions.

ACTIVITIES & RECOGNITIONS:

- Member, Beta Gamma Sigma, Spring 2017
- Professional and Academic Achievement Award, Spring 2017
- Finalist, AIS National Competition – Analytics Challenge, Spring 2017
- Member, Association for Information Systems, Fall 2016 – Spring 2017
- President's Honor List, Delaware County Community College, Fall 2013-15
- Office Depot Scholarship, Delaware County Community College, 2014-15
- Phi Theta Kappa, Delaware County Community College, Inducted 2013

SELECTED COURSES:

Lead Global Digital Projects, Enterprise IT Architecture, Digital Design and Innovation Studio,
Data Centric App Development, Data Analytics (MIS), Customer Data Analytics

TECHINICAL SKILLS:

Experience with:

- Microsoft Azure, MySQL, phpMyAdmin and Crystal Reports
- Languages: SQL, PHP, HTML, C++ and Python

Proficient in:

- Sage MIP Fund Accounting
- iMIS (Advanced Solutions International) - Congregant database and A/R
- PCCharge Pro - credit card processing
- Microsoft Excel and Word