

JOSH GROVER

grover.josh@gmail.com

community.mis.temple.edu/jgrover

linkedin.com/in/joshgrover

OBJECTIVE:

I am a quality-focused individual looking for employment in a stimulating, technology-centered environment filled with friendly, bright, and engaging people, where I can bring my critical eye and inquisitive mind to build 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 and 750 school children. Worked closely with members/families to resolve account issues, financial and otherwise.
- Provided ongoing hardware (servers, workstations, copiers, etc.) and software technical support; served as liaison to software vendors and IT consultants; participated intimately in implementation of multiple software installations/conversions
- 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.
- Trained 10 part-time and temporary staff, as well as numerous full-time permanent staff members, on various processing and accounting functions.
- Managed Accounts Receivable and Accounts Payable; processed payments and reconciled bank balances.

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:

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

TECHINICAL SKILLS:

Proficient in: Sage MIP Fund Accounting; iMIS (Congregant DB and A/R); PCCharge Pro
Experience with: Microsoft Azure, MySQL, phpMyAdmin, and Crystal Reports;
Languages: SQL, PHP, HTML, JavaScript/jQuery, C++ and Python