# Jany Huang

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**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
***Bachelor of Business Administration, Graduation: May 2022***
***Major: Management Information Systems***
Overall GPA: 3.79 | Dean's List: Fall 2019 & Spring 2020

**SELECTED COURSES:**

| | |
|---|---|
| Information Systems in Organizations | Statistical Business Analytics |
| Web Application Development | Data and Analytics |
| Risk Management and Insurance | |

**INFORMATION TECHNOLOGY SKILLS:**

| | |
|---|---|
| Software Development: | JavaScript |
| Web Development: | HTML |
| Database Management: | SQL, NoSQL |
| Project Management: | Microsoft Office |

**EXPERIENCE:** Philadelphia Futures, Philadelphia, PA                June 2020 – July 2020
**Administrative Assistant**
- Navigated the DonorPerfect database to update information and run reports
- Researched, clarified, and reorganized the detailed information for 50 different grants for easier access when applying for the grants
- Created surveys to reconnect with new and current donors

DAEBAK, Philadelphia, PA                April 2017 – August 2017
**Server**
- Coordinated well with a team of other servers in a Korean restaurant to provide customer service
- Ensured quality service to a diverse population who spoke a variety of languages

**ACTIVITIES AND AWARDS:**
- AIS member, September 2020 – Present
- Collegian, Philadelphia Futures, September 2015 – Present
- Watershed Research, Eastern University, Summer 2016
- Ozone Research, The Franklin Institute: The Ozone Garden, June 2015 - June 2017

**SKILLS & LANGUAGES:**
- Mandarin (Fluent), Cantonese (Conversational), Japanese (Elementary)