JERALD KAHN

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2017
MAJOR: Management Information Systems | GPA: 3.15

ACTIVITIES AND AWARDS:
- Attended IT Awards 2013-21014
- Member, Association for Management Information Systems, 2013 – present

INFORMATION SYSTEMS PROJECTS:
- Created a sales order and an HR organizational structure through SAP software
- Stored and retrieved business data from a MYSQL database
- Used Excel Pivot Tables to sort and retrieve business information
- Designed a mockup version of a client's revamped website with Just-In-Mind-Prototyper
- Outline a relational database's schema using Microsoft Visio

EXPERIENCE: Defense Logistics Agency, Philadelphia, PA   May 2014 – August 2014
Management Assistant
- Assisted three managers and three additional employees by entering data into databases, printing out records of inventory, and submitting reformatted spreadsheets
- Printed 40 reports on groups of related items containing their related backorders and stock on hand
- Created a spreadsheet that assigned 20 demand planners to hundreds of items
- Entered locks and overrides for 30 product group codes from now through July 2016 in Manugistics (demand planning off-the-shelf SAP software)

EXPERIENCE: Defense Logistics Agency, Philadelphia, PA   May 2015 – August 2015
E-Procurement Intern
- Ran 32 SQL queries in Microsoft Access to determine unmatched records in E-Procurement (DLA's SAP procurement module) and Federal Procurement Data System - Next Generation (a single source web database that the public can access that shows the spending patterns of the Federal government's procurement data)
- Updated 100 employees job data within E-Procurement and deleted employees no longer working for DLA
- Provided support to our vendors in Wide Area Work Flow (WAWF), a post-award system within SAP, by advising vendors to correct errors within documents they submitted or for goods delivered to DLA