# Justin Klaugh

community.mis.temple.edu/jklaugh

*1534 N Carlisle St | Philadelphia | PA | 19121 610.762.6103* Justin.R.Klaugh@temple.edu


EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
***Bachelor of Business Administration, Graduation: December 2016***
MAJOR: Management Information Systems
GPA: 3.0 | Dean's List: Spring 2013

LEHIGH CARBON COMMUNITY COLLEGE, Schnecksville, PA
***Degree of Associates in Arts of Communications, Graduated: December 2012***
Major: Communications

SELECTED COURSES:
Enterprise IT Architecture, Data Analytics

AWARDS:

- Data Analytics Finalist, 2014
- City 6 Winner, Temple Volleyball, 2014

INFORMATION TECHNOLOGY SKILLS:

| | |
|---|---|
| Database Management: | mySQL |
| Virtualization Software: | VMware |

EXPERIENCE: STAPLES, Allentown, PA December 2006 – August 2013
**Copy Center Associate**

- Provided full-service copying for customers including designing, creating, copying and printing.
- Collaborated with customers on their company projects ranging from copy orders to complete company rebranding.
- Trained new hires in copy center, receiving, cashiering, electronics, and office supplies.
- Fixed and repaired broken copy machines that didn't require a specialist.
- Ordered and maintained supply line for the copy center each week.

SEARS, Whitehall, PA September 2005 –November 2006
**Merchandise Pick Up**

- Located large items ordered by customers and safely moved it with a coworker's assistance from its stocking position to the customer's vehicle.
- Stocked and organized storage areas according to company standards.
- Scheduled customer orders via software for pick-up and delivery based on their scheduling needs.
- Assembled display items that were used on the store floor as display samples.

SKILLS & LANGUAGES:

- Xerox, Kyocera and GBC Finishing Equipment knowledge
- Operating Systems: Windows 95, 98, XP, Vista, 7, 8, Server 2008
- Microsoft Office 2003, 2007, 2010, 2013
- Spanish – Novice