Jane E. Kraus

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2018

Major: Management Information Systems

GPA: 3.6

Dean's List, Fall 2014 -Spring 2015

Data Centric Application Development Leadership and Organization Management

Excel for Business Applications Data Analytics

Financial Accounting Information Systems in Organizations

ACTIVITIES & AWARDS:

• Member, Associate Information Systems, Spring 2016

• Member, Net Impact, 2014-2015

• Member, Temple Ultimate Frisbee Team, 2014-present

• Pittsburgh Promise Scholarship Recipient, 2014-present

• Class secretary, 2013-2014

EXPERIENCE: TEMPLE TELEFUND, Philadelphia PA

January 2016 – Current

Student Fundraiser

- In charge of calling hundreds of alumni a day to share information about Temple University, update contact information, and inform them of the giving program.
- Have remained above pledge rate participation goals which takes an extreme amount of effort, communication skills, and personality.

AMERICAN POOL MANAGEMENT, Pittsburgh PA June 2012-August 2015 Lifeguard

- Trained for an emergency circumstance, and practiced that training everyday at work.
- Only lifeguard on duty so I was not only in charge of every patron's safety, but maintenance of the pool, and making sure the chlorine levels were safe for swimmers

TIPSY COW RESTAURANT & BAR Pittsburgh PA May 2015-August 2015 Hostess

- First face the customer sees when they walk in, and seated them appropriately. In charge of drink orders, etc. In charge of waiting list that could exceed 50+ reservations a night.
- Assisted waitresses in busing tables, satisfying customers, and in charge of the phone.

SKILLS:

- Trained in PHP, MySql, HTML, Microsoft Excel, and PDO, Spring 2016
- CPR and AED certified, Spring 2012 Current