

Jennifer Kucherovsky

community.mis.temple/jennifer-kucherovsky

1525 W Norris Street Unit B | Philadelphia | PA | 19121
/ jennifer.kucherovsky@temple.edu

215.620.0266

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2017
Majors: Management Information Systems and Risk Management
Overall GPA: 3.77, Major GPA: 3.77 | Dean's List: Fall 2014 & Spring 2015

SELECTED COURSES:

Data Analytics, Honors Business Communications, Excel for Business Applications,
Enterprise IT Architecture, Data Centric Application Development, Digital Solutions
Studio

ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, Spring 2018 - Present
- Member, Gamma Iota Sigma-Sigma Chapter, Fall 2017 - Present
- Member, Business Honors Student Association, Spring 2017
- Member, Property and Casualty Career Development Committee, Fall 2017
- Volunteer, Animal Hospital of Richboro, Spring 2016
- Temple University Dean's Scholar, Fall 2016-Present
- Temple University Honors, Fox School of Business Honors

INFORMATION SYSTEMS PROJECTS:

- QVC Data Analytics Challenge
- PWC Case Competition

INFORMATION TECHNOLOGY SKILLS:

Database Management: Microsoft Azure, SQL, R
Project Management: Microsoft Office

EXPERIENCE: ECBM INSURANCE BROKERS AND CONSULTANTS, Media, PA

Commercial Lines Intern May 2018 – August 2018

- Trained new hires on the company processes, software, and database
- Assisted head of IT in preparation for relocation to new office
- Communicated with carriers and clients to maintain customer satisfaction
- Worked extensively reviewing and analyzing insurance policies, especially for creating loss summaries and renewal surveys
- Assisted in creating policy proposals, binders, renewal applications, premium financing quote indications, and certificates of insurance for new and existing clients

ELEVATOR CONSTRUCTION AND REPAIR CO, Philadelphia, PA

Administrative Assistant June 2015 – September 2017

- Assisted in automatization of maintenance schedules, billing, and payroll for a small local business in the billing and accounting department
- Involved in daily clerical work such as filing data, answering phone calls, etc.
- Helped schedule meetings and appointments for senior staff

- Increased efficiency of routine tasks by instructing senior staff on Microsoft Excel

SKILLS & LANGUAGES:

- Proficient in Microsoft Suite
- Proficient in Google Suite
- Working knowledge of SQL
- Russian - fluent
- Proficient in HTML and CSS
- Working knowledge of JavaScript