Joel. G. Varghese   joelvarghese@temple.edu
9101 Mather Ave | Philadelphia | PA| 19115 | 215-617-5476   community.mis.temple.edu/joelvarghese

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
                       Bachelor of Business Administration, Graduation: May 2015
                       MAJOR: Management Information Systems, MAJOR GPA: 3.39

EXPERIENCE:

                       A&E BACKWATERS ENGINEERING Manhattan,NY   December 2011 – January 2012
                       Data Entry Operator/Intern
- Gained hands-on experience with database software while processing customer orders into database
- Coded information, resolved processing problems, and verified the accuracy of data
- Tracked customer orders throughout the process and updated the database accordingly
- Completed special projects as assigned including creating excel spreadsheets, pinpointing all old and dated information

                       PNC BANK, Rydal,PA   - **Teller**   January 2014- May 2014
                       Teller
- In charge of cash registers and ensuring proper cash inflow and outflow
- Assisted in customer service and ensured customers issues or questions with any of their books or classes required were resolved
- Met sales goals and exceeded expectations regarding bringing business to the bank

                       PAULS RUN RETIREMENT COMMUNITY,Bensalem, PA   August 2012-May 2013
                       Cashier
- In charge of cash registers and ensuring proper cash inflow and outflow
- Assisted in customer service and ensured customers issues or questions with any of their books or classes required were resolved

                       Pauls Run Retirement Community, *Bensalem*   September 2008-April 2012
                       Dining room services and Cash Register
- Assist in tray line and timely delivery of food to the elderly
- Correspond with managers on variances of Cash and inventory flow between actual performance and system results on a daily basis
- Assisted in operational audits to reduce financial and operational risks and increase efficiency through streamlined operations, and safeguard store assets

                       Temple's Center for Intergenerational Learning, Philadelphia   June 2007- September 2007
                       Student Counselor
- Designed developed and implemented activities and educational lessons
- Responsible for ensuring that data entering the system are valid, complete, and free from errors
- Assisted with class selection including tracking confidential student and documenting case files

TECHNICAL SKILLS & LANGUAGES:
- HTML, SAP, Google analytics, AUTOCAD , Solidworks, Dreamweaver
- Microsoft Office (Excel, PowerPoint, Access, Word)
- Hindi and Malayalam- Fluent.