

JOHN SANCHEZ

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation Date: May 2019
MAJOR: Management Information Systems | Credits Earned: 62
GPA: 3.12

SELECTED COURSES:

Data Analytics, Data – Centric Application Development, Introduction to Risk Management, Leadership and Organizational Management, and Business Excel

ACTIVITIES:

Member, Association for Information Systems (AIS) Fall 2017

- Volunteer at Duckrey Elementary School

INFORMATION TECHNOLOGY SKILLS:

Web Development: HTML, CSS, and PHP
Database Management: SQL and MySQL Workbench
Project Management: Microsoft Office (Excel, Word, and PowerPoint)

WORK EXPERIENCE:

SAVE-A-LOT, Cheltenham, PA

Stocker/Cashier July 2016 – September 2017

- Provided customer service to enhance purchasing process by identifying needs
- Stocked store shelves and coolers to improve product visibility and neatness to attract customers
- Communicated the status of current stock to managers

PHILADELPHIA LEGAL ASSISTANCE (PLA), Philadelphia, PA

Filer/Runner April 2014 – July 2015

- Worked with small team to assist paralegals by delivering files to various law offices in Philadelphia area and completing other in-office tasks
- Used custom file uploading system to save case files on an online database
- Provided training to new employees to maintain office efficiency

