

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: December 2015*  
*Major: Management Information Systems*  
GPA: 3.57 | Dean's List: Fall 2013-Present

SELECTED COURSES:

Management Information Systems, Data Analytics, Accounting Information Systems, Managerial Accounting, Cost Accounting, Risk Management and Insurance, Operations Management, Financial Management

EXPERIENCE: IMS HEALTH, Plymouth Meeting July 2014 – August 2014

**Data Steward**

- Worked on HCOS and HCP matching projects for Pharmaceutical deliverables.
- Assisted management with troubleshooting team member problems through email, phone conference, or remote shared screen.
- Responsible for submitting weekly reports to IMS Health version of Microsoft SharePoint (ARC).

CANTINA FELIZ, Fort Washington, PA

May 2011 - Present

**Server**

- Provide customer service for 140-seat, fine-dining restaurant specializing in contemporary Mexican cuisine.
- Assist management with training of support staff and future servers.
- Cross-trained as bartender
- Specialize on special events; pharmaceutical dinners, rehearsal dinners, private luncheons, and weddings.

TAVOLO, Huntingdon Valley, PA

November 2009 – May 2011

**Server**

- Provided customer service for 100-seat, fine-dining restaurant specializing in Italian cuisine.
- Assisted management in picking up daily produce, and liquor orders.
- Specialized on special events; pharmaceutical dinners, rehearsal dinners, business luncheons, bridal showers, and baby showers.

INFORMATION TECHNOLOGY SKILLS:

- Microsoft Office
- MySQL Workbench, SAS Enterprise Miner
- Google Analytics
- POS systems: Micros, Aloha, Digital Dining

