

JORDAN E. HUBBARD

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
MAJOR: Management Information Systems
GPA: 3.3

SELECTED COURSES:

Financial Accounting, Cyberspace & Society, Digital World 2020, Marketing Management, Business Statistics, Macroeconomic Principles, Leadership and Organizational Management, Microeconomic Principles, Calculus for Business, Pre- Calculus for Business

ACTIVITIES :

- Member, Association for Management Information Systems

INFORMATION SYSTEMS PROJECTS:

- Developed website and content using Dreamweaver architecture
- Internet skills

INFORMATION TECHNOLOGY SKILLS:

Software Development: Microsoft: Word, Power point
Web Development: HTML, Dreamweaver
Database Management: Microsoft Excel

EXPERIENCE:

NASA, L.A.R.S.S., Hampton, VA **Summer 2011, Summer 2013**

Intern

- Provided technical support to Director of NASA Langley Facilities
- Collect operational financial information, related business news, reviewed historical pricing, portfolio management which included summer programs, health fitness center and employee daycare facility.
- Conducted online research on daycare marketing trends, compiled report and presented findings to senior management.

IHOP, Hampton, VA

Summer 2010

Waiter

- Demonstrated ability to greet patrons, present menus, make recommendations and answer questions regarding food and beverages
- Proven ability to communicate with kitchen staff, provide orders to customers, collect funds and maintain proper accountability for orders and funds

LANGUAGES:

- Spanish I &II, Latin I&II