

Joseph J. Rantuccio

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2020
Major: Management Information Systems
GPA: 3.0

SELECTED COURSES:

Intro to Management Information Systems, Data Analytics, Digital Solutions, Data-Centric Application, Enterprise IT

ACTIVITIES:

- Volunteer, Special Olympics (2012-2016)
- Volunteer, Big Brothers Big Sisters program (2012-2016)

INFORMATION TECHNOLOGY SKILLS:

Software Development:	JavaScript, Visual Studios
Web Development:	Html, JustInMind
Database Management:	SQL
Project Management:	Microsoft Project, Microsoft Office, Microsoft Azure

EXPERIENCE: Renewal by Anderson: Bethlehem, PA Summer 2018

Marketing Representative

- Attended approximately two events a week to promote the company.
- Set up the booth at events.
- Interacted with potential clients.

Corked Wine Bar and Grill: Bethlehem, PA

May 2015 – July 2017

Food Runner and Expeditor

- Communicated orders and information between the front of the house and back of house, at an upscale restaurant.
- Started as busser, and within a month was promoted to Food Expediter/ Food Runner.
- Handled incoming and outgoing customers to ensure the service provided was up to standards.

Hanover Township: Bethlehem, PA

May 2012 - May 2015

Consultant and Lifeguard

- Provided services to incoming clients of the community center.
- Responsible for safeguarding the lives of pedestrians.
- Communicated closely with other employees to handle operations within the community.