

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2019***  
***Major: Management Information Systems (MIS)***

SELECTED COURSES:

Management Information System, Financial Accounting, Microeconomic Principles

ACTIVITIES & AWARDS:

Member, Association for Management Information Systems, January 2017-present  
Volunteer, Christmas Cantata, October 2016  
Dale Donnelly Family Scholarship Recipient, 2014

EXPERIENCE: INTERNATIONAL VISION CENTER, Philadelphia, PA Jul 2015-Nov 2015

**Helper**

- Handled over 200 patients' medical records at a small eye care center.
- Sorted patients' medical records by alphabetical order and recorded patients' information into Microsoft Access.
- Led the receptionist to find patient's record quickly and be more efficient

FRUIT SALAD TRUCK, Philadelphia, PA

Summer 2013-2015

**Cashier, Part Time**

- Took orders and billed customers with their purchase orders.
- Answered customer's question and made sure customers received the right orders.
- Ensured customer's satisfaction and resolve customer's complaint in a patient manner

SKILLS & LANGUAGES:

- Microsoft Access, Word, Excel (Intermediate)
- Adobe Photoshop cs6 (Basic)
- Python (Basic programming)
- Fluency in Cambodian