

**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2017*  
*Major: Management Information Systems Minor: Digital Media Technologies*  
GPA: 3.66 | University Honors Program

**EXPERIENCE:** J.P. MORGAN CHASE & Co., Newark, DE June 2015 - August 2015

**Technology Analyst Intern**

- Works as the team lead of a global team of 10, as well as four external vendors, in a vendor RFQ
- Manages a global team of three interns by teaching technical skills and giving performance feedback
- Adds value to internal technology infrastructure through the development of SharePoint sites and the gathering of material to populate these sites

TEMPLE OFFICE OF DIGITAL EDUCATION, Philadelphia, PA

October 2014 - Present

**Technical Program Support**

- Designs and produces support material to facilitate understanding and incorporation of edtech tools and platforms in the classroom
- Creates, designs, and builds out monthly newsletter to inspire, teach, and intrigue 100+ online professors
- Holds office hours to answer questions, support faculty/students, and troubleshoot technology issues

TEMPLE UNIVERSITY YEARBOOK, Philadelphia, PA

August 2014 - August 2015

**Chief Website Editor**

- Redesigns and maintains a dynamic website to increase awareness and readership participation
- Creates and uploads content to keep website informative and current
- Manages digital marketing and audience interest

STRING THEORY SCHOOLS, Philadelphia, PA

April 2013 - January 2015

**Web Designer/Developer Intern**

- Supports the development and promotion of social media content, reputation management, marketing, and current interest for String Theory Schools
- Designs and produces web layout and content to promote awareness and excitement around String Theory Schools' goals and activities
- Develops and manages content with the goal of driving growth and engagement of String Theory Schools

POTBELLY SANDWICH SHOP, Philadelphia, PA

August 2014 - March 2015

**Associate**

- Works multiple stations to prepare quality finished food products efficiently
- Operates cash register: handles, balances, and follows all cash handling procedures
- Interacts in a friendly and open manner with customers while effectively handling complaints/issues

**SKILLS:**

- Adobe InDesign, Photoshop, Illustrator, Dreamweaver, Premiere Pro
- Final Cut Pro
- SharePoint, Wordpress, Weebly, Joomla!
- Proficient: HTML, CSS, PHP, SQL - Basic: Java, JSP

**ACTIVITIES & COMMUNITY:**

- Active member of Association of Information Systems, August 2015 - Present
- Volunteer, HootaThon, Benefiting the Children's Hospital of Philadelphia, February 2014 - January 2015
- Volunteer, Tutor for Citizenship Test with BPSOS Immigrant Tutoring, September 2013 - January 2014
- Volunteer, Media Consultant for non-profit, September 2009 - June 2013

**AWARDS & DISTINCTIONS:**

- Journalism Design and Production Award, New England School of Communication, June 2013
- Phi Beta Kappa Award, June 2013