76 Ridge Ave/ Phoenixville/ PA / 19460

215 933 9937

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2016

MAJOR: Management Information Systems

GPA: 3.31

ACTIVITIES AND AWARDS:

- Volunteer, Medical missions trip to Peru, 2011
- Member, Phi Theta Kappa, 2012- Present
- Recipient, QVC Multi-Channel Platform "Pacesetter Award", 2013
- Participants, QVC "Investment in Learning" program, 2014

INFORMATION TECHNOLOGY SKILLS:

Software: VMware, Unix, Windows O/S

Analysis: Microsoft Excel, SAS Enterprise Miner

Database: MySql, Microsoft Access, Dalet

Design: HTML, PHP, CSS, Adobe Illustrator, AutoCAD, JustInMind

Machining: ArtCam, WinCNC

EXPERIENCE:

QVC May 2015- Present

Taxonomy and Systems Intern

- Assist in data organization and adherence to storage conventions.
- Assign metadata attributes to 100+ products, daily live broadcasts, and video files.
- Maintain and update a catalogue of product attributes.
- Transcribe hi-resolution video files for storage migration.

QVC August 2010 –May 2015

On-Call Scenic Artisan, Set Dresser, Production Assistant

- Provided live production support for a multinational, multiplatform retail network, with \$8.6 billion in annual sales.
- Independently planned, performed, and completed projects within set deadlines.
- Balanced critical and long-term projects while contributing within a team of 3-5 people.
- Constructed scenery utilizing a variety of construction techniques and material.

Harleysville Carwash

February 2006 - August 2010

Part-time Dryer/ Cashier

- Provided support organizing and fulfilling requests for 75+ customers a day.
- Diagnosed and addressed technical malfunctions in a fast paced environment.
- Trained 15+ employees on the cash register, cleaning equipment, and workflow.
- Mentored new employees to develop their customer service skills.

SKILLS & LANGUAGES:

- Italian- Basic conversational skills
- First Aid/CPR certified, Fall 2012