

Kenneth Fong

community.mis.temple.edu/kfong

215.872.7029 / Kenneth.Fong@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2017
MAJOR: Management Information Systems
GPA: 3.03, Major GPA: 3.35

SELECTED COURSES:

Data Analytics	Data-Centric Application Development
Information Systems in Organizations	Enterprise IT Architecture
Lead Global Digital Projects	Social Media Innovation
Statistical Business Analytics	Digital Design and Innovation Studio

ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2016 – present
- Name Tag Volunteer for Temple University's IT Awards, 2016
- Pennridge High School Football team, 2008-2013

INFORMATION SYSTEMS PROJECTS:

- Processed sales orders and created organizational structures during training with the SAP system.
- Assisted in a project management team to create a portfolio for a startup independent private school.
- Produced a proposal of a drone delivery system as part of a business analyst team.

INFORMATION TECHNOLOGY SKILLS:

- Training in SQL, R, HTML, CSS, DSS, & SAP systems

EXPERIENCE: SCHOOL DISTRICT OF PHILADELPHIA, Philadelphia, PA October 2016 – Present
Facilities and Operations Intern

- Conducted the ordering, tracking, and reporting of oil deliveries for over 200 schools daily.
- Provided support in the transition from paper based overtime tracking to an online database.
- Assisted with approving work orders in The School Districts of Philadelphia's MOJO system.

POOLS OF PARADISE, Kailua, HI

June 2010 – July 2015

Assistant Pool Cleaner

- Assisted with cleaning pools and tested pool water to determine the amount of chemicals needed to balance out water for correct water chemistry.
- Provided assistance repairing and installing new parts to pool motors, vacuums, and filters.
- Recorded customers, date, amount of chemicals used, and other services for billing purposes.

SKILLS & LANGUAGES:

- Chinese (Cantonese) - Conversational
- Microsoft Word, Excel, & PowerPoint