

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2019
Major: Management Information Systems
GPA: 3.48 | Dean's List, Spring 2016, Spring 2017, Summer 2017
Study Abroad: Temple University Rome, Spring 2017
Selected Courses:
Data Science
Data Analytics
Information Systems in Organizations

ACTIVITIES & AWARDS:

- HootaThon, Director of Technology, March 2017-March 2018
- Phi Sigma Pi National Honor Fraternity, Brother, Inducted November 2017
- Association for Information Systems, Member, September 2017-Present
- IT Leaders Scholarship Recipient, March 2017

EXPERIENCE:

TEMPLE UNIVERSITY PHYSICIANS, Philadelphia, PA August 2015-Present
Office Assistant, Operations and Patient Relations

- Provide customer service over the phone for several hundred patients across multiple departments per day.
- Troubleshoot issues with appointments with patients over the phone.
- Upload and scan documents into Temple University Hospital's internal patient database, Epic, for use within physicians' offices.

AMERICAN HEART ASSOCIATION, Philadelphia, PA August 2016-May 2017
Intern, Social Media

- Manage several social media accounts across various social media platforms, such as Facebook, Twitter, and Instagram, for accounts in 13 cities/states.
- Write and schedule weekly posts for social media accounts.
- Use Photoshop to create and post visual content for social media, e.g. Instagram, campaigns.

RITA'S ITALIAN ICE, Folsom, PA August 2013-August 2015
Scooper

- Attend to customers and work quickly to produce customers' orders in a timely manner for second most profitable Rita's store.
- Adhere to strict hygiene and safety protocols.
- Work with a team of 20 to ensure customers are served efficiently and are satisfied with their service.

ADDITIONAL SKILLS:

- Microsoft Word, Excel, and PowerPoint
- Adobe Photoshop
- HTML, MySQL, PHP