

Luke R. Fitzmyer

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2015
Major: Management Information Systems
GPA: 3.00

SELECTED COURSES: Computer Programming in C, Data Analytics, Digital Design and Innovation, IT Enterprise Architecture, Lead Global Digital Projects, Intro To Management Information Systems, Data Centric Application Development, Social Media Innovation, Integrative Business Applications, Business Communications, Operations Management, Financial Management, Business Ethics, Global Business Policies

INFORMATION TECHNOLOGY SKILLS:

Analysis:	Visio, Excel, SAS
Web Development:	PHP, HTML, CSS
Database Management:	SQL, MYSQL, Microsoft Access

EXPERIENCE: Robert J Fitzmyer CO INC, Conshocken, PA January 2014 - Present

Technology Specialist

- Extensively use Microsoft Excel to perform data analysis to maximize customer buying patterns.
- Maintain Company website, and keep servers running daily.
- Document SOP's for company's Unix based ERP system.

June 2011 - August 2013

Manager

- Create a work schedule for 15 plus employees, and oversaw daily operation duties.
- Provided operational support for a license place of employment.
- Oversaw and conduct training of over 10 employees in pool safety, and operation duties.

Belmont Hills POOL, Bala Cynwyd, PA

June 2007 - June 2011

Gate Attendant, Maintenance

- Responsible for making valid membership cards, and checking memberships to confirm validation.
- Obligated to collecting guest membership money, and documenting it on file.
- Liable for keeping establishment clean, and presentable.

SKILLS & LANGUAGES:

- Training and Handling SAP business orders
- Experience in Documenting SOP's for business functions
- Proficient in Microsoft Suite

