

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2017***  
***Major: Management Information Systems***  
GPA: 3.70 | Dean's List Fall 2013 – Present

ACTIVITIES & AWARDS:

- Member, The National Society of Collegiate Scholars, Temple University, March 2015 - Present
- State Competitor, Treasurer, Future Business Leaders of America, Neshaminy High School, September 2011 – June 2013
- Participant, Pennsylvania Free Enterprise Week, Lycoming College, July 2012
- Member, National Honor Society, Neshaminy High School, September 2009 – June 2013

EXPERIENCE: UNDERGRADUATE ADVISING – TEMPLE UNIVERSITY, Philadelphia, PA  
**Student Ombudsperson** May 2014 - Present

- Assist and facilitate communication between parties informally solving problems and resolving conflicts
- Provide information on university policy and promote alternatives to more formal grievances as needed
- Aid students throughout the formal grievance process by reviewing their formal grievance forms and the necessary supporting documents

AMERICORPS – JUMPSTART – TEMPLE UNIVERSITY, Philadelphia, PA  
**Corps Member** November 2013 – May 2014

- Served on a team of 8 in promoting early childhood language development and literacy skills in children ages 3-5 through biweekly sessions targeting reading comprehension, vocabulary, alphabet knowledge, and phonemic awareness
- Participated in biweekly team meetings to review, plan, and communicate feedback regarding previous and upcoming sessions
- Supported the teachers in the classroom with their own lessons outside of regularly scheduled sessions

SCHOOL STORE – NESHAMINY HIGH SCHOOL, Langhorne, PA  
**President/Employee** August 2010 – June 2013

- Interacted with 2 retailers and 19 employees to regularly stock product, maintain inventory, collect invoices, and handle customer cash payments of up to \$200 in transactions per day
- Promoted from employee to president in 2 years
- Planned and led training for incoming employees regarding School Store procedures and cash register use

SKILLS & LANGUAGES:

- Microsoft Word, Access, Excel, PowerPoint, Publisher
- Limited experience with WordPress, MySQL Workbench, SAS Enterprise Minor

E-PORTFOLIO:

- <http://community.mis.temple.edu/liliatkach>