Luke R. Moratelli

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2020
Major: Management Information Systems
GPA: 3.58 | Dean's List Fall 2017 | Undergraduate Business Program

ACTIVITIES & AWARDS:
Manager for Temple Men's Basketball Team, February 2017 - Present
Completed fifty service hours by assisting with community service events in high school, September 2012 - May 2016
Participated in Intramural Basketball Fall, October 2017, 2018, and 2019
Four years of honors, September 2012 - May 2016
Active Member of Temple University's Association of Information Systems – September 2018 – Present

EXPERIENCE: Children's Hospital of Philadelphia, Philadelphia PA   May 2019 – November 2019
Intern
- Created reports indicating medical records that could be destroyed from inventory to cut inventory costs
- Captured what fields of data were vital to be included on medical and organizational records
- Moved to Technology Administration and Employee Account Management
- Gave system and application access to employees that requested it
- Communicated and assisted users with application access problems
- Supported employees who needed specific email or active directory access

Waltz Golf Farm, Limerick PA   June 2013 - August 2018
Assistant Manager
- Assistant Manager for last three years to the General Manager.
- Promoted to assistant manager after working as a cashier for three years.
- Counted the revenue made during the day at the end of each work day.
- Supervised the actions of customers while they were on the premises.
- Assist the overseeing of approximately 15 employees.
- Conducted inventory of different supplies and contacted suppliers ordering what the business needed at that time.
- Directed employees throughout a work day to ensure satisfaction of customers.

NXTSports, Philadelphia PA   May 2018
Intern
- Created a list of customer information using Microsoft Excel
- Mined for and managed customer data and kept records of their information

SKILLS & LANGUAGES:
- Microsoft Word, PowerPoint, and Excel (advanced)
- SQL, R and RStudio, HTML and CSS, PHP, JavaScript, Linux (basic)
- Spanish (elementary)