

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2019
MAJOR: Management Information Systems
Overall GPA: 3.00

SELECTED COURSES:

Management Information Systems, Data Analytics, Data-Centric Application Development, Enterprise IT Architecture, Digital Design and Innovation Studio, Financial Management, Financial and Managerial Accounting, Risk Management

ACTIVITIES AND AWARDS:

- Temple University Scholarship, 2015 – Present
- Mentor, Association for Information Systems Mentorship Program, 2018 – Present
- Volunteer, American Cancer Society Relay for Life, April 2017 & May 2018
- Member, Association for Information Systems, 2017 – Present
- Member, Temple University Community Service Association, 2015 – Present
- Member, Black Student Union, 2016 – May 2018
- Member, South Asian Student Society, 2016 – May 2018

INFORMATION TECHNOLOGY SKILLS:

Analysis: Tableau, Microsoft Excel
Web Development: PHP, HTML, CSS, SharePoint, SharePoint Designer
Database Management: SQL
Project Management: Microsoft Word, PowerPoint

EXPERIENCE: TMNA Services, LLC, Bala Cynwyd, PA September 2018 – Current

IT Finance Intern

- Supported TMNAS IT Finance department and its business units by performing day to day tasks including procurement, budget monitoring, and payment processing
- Assisted in running reports on financial performance of the overall company
- Handled IT purchase request submissions through SAP and SharePoint

Endo Pharmaceuticals, Malvern, PA May 2018 – August 2018

Information Technology Intern, Web & SharePoint Technologies

- Developed a SharePoint Knowledge Base site for use by 2700+ users to train department teams across the organization about SharePoint functionalities such as Document Libraries, Workflows, Permissions, and Lists
- Led the creation of an inventory of all public websites affiliated with Endo by interviewing relevant stakeholders and compiling the information gathered into a collaborative web resource that provides oversight and transparency to the web community of Endo
- Tested multiple SharePoint solutions to ensure data integrity and workflow process validity such as the Political Action Committee Registration System
- Engaged with various Endo teams to understand business needs, translate needs into requirements, and develop SharePoint solutions (Procurement Payment Request System)

Nordstrom, Cherry Hill, NJ May 2017 – May 2018

Commissioned Sales Associate

- Continuously on the top 10 sellers list in the entire store consisting of 300 employees
- Handled high clientele in a professional manner as well as following up with customers through Personal Book, email, and phone calls