

# Matthew Willie

community.mis.temple.edu/matthewwillie

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Philadelphia / PA / 19111

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2017*  
*Major: Management Information Systems | Minor: Finance*  
Overall GPA: 2.83

## SELECTED COURSES:

Data Analytics, Data-Centric Application Development

## ACTIVITIES AND AWARDS:

- Member, Association for Information Systems, 2019-2020

## INFORMATION TECHNOLOGY SKILLS:

Analysis: Tableau  
Software Development: Tableau  
Project Management: Microsoft Office

EXPERIENCE: TASTEPOINT, Philadelphia, PA Summer 2018 - present  
**Quality Systems Temp**

- Assisted Safety Manager with fulfilling tasks concerned with health topics and chemical flavoring.
- Communicated with vendors and buyers to receive updated certificates from those companies.
- Processed paperwork in the laboratory to ensure that the steps required were completed properly.
- Developed several Excel spreadsheets used by the company to display a large database of vendors.

STEWARTS, Philadelphia, PA Summer 2017  
**Food Runner & Busser**

- Assisted manager in controlling daily food and beverage operations at restaurant.
- Replenished supplies at serving stations, kitchen, and counter, including assisting with large parties.
- Brought food to servers while they tended to customers.

ACME, Philadelphia, PA Fall 2016 - Spring 2017  
**Cashier**

- Provided customer service for supermarket of food and other assortments.
- Served as employee to retrieve shopping carts when customers have completed their visit.
- Started as bagger; promoted to cashier.
- Handled money as it was processed during transactions.

## SKILLS & LANGUAGES:

- Experience with Tableau
- Experience with Microsoft Office
- Black Belt, Tae Kwon Do
- Spanish – 5 years