

Matthew Johnson

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Community.mis.temple.edu/mattjohnson

OBJECTIVE: To obtain an internship that will further my knowledge and skills in the IT field.

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

GPA: 3.04

Selected Courses:

Digital Design & Innovation

Data Centric Applications

Operations Management

Business Society & Ethics

Excel for Business Applications

ACTIVITIES:

- Active Member, Association for Information Systems (AIS) 2013-Present
- Fundraising Chair, Kappa Sigma Fraternity 2012-2013 (Present Member)
- Volunteer, Hoot-a-thon 2013

EXPERIENCE: SCHOOL DISTRICT OF PHILADELPHIA, Philadelphia, PA Nov. 2014–June 2015
Strategic Sourcing Analyst

- Performed market research of commodity and services through e-mail, phone, and web-searching
- Researched and introduced best practices to create more efficient day-to-day operations throughout the School District
- Held responsible for various administrative tasks, such as filing, scanning, producing and manipulating data, and producing qualitative and quantitative reports

DINARDO'S FAMOUS SEAFOOD, Philadelphia, PA

Feb. 2014–Nov. 2014

Server

- Held responsible for keeping an average guest sales of over \$40
- Worked in a fast paced and team based work environment
- Learned to effectively communicate with upset guests and how to diffuse potential problematic situations

RUBY TUESDAY, Granite Run, PA

July 2012 – Jan. 2014

Server/ Shift Leader

- Held responsible for the wellbeing and satisfaction of over 60 customers daily
- Lead team of up to 8 servers to keep customers happy and a clean work environment
- Learned new MICROS system technology, and guided employees on how to properly use it

SKILLS:

- Microsoft Word, Excel, PowerPoint
- Just In Mind
- SQL/MySQL
- HTML/PHP