

1106 Aileen Rd | Brielle | NJ | 08730 | 732.552.4966

EDUCATION

TEMPLE UNIVERSITY, Fox School of Business and Management, Philadelphia, PA

Bachelor of Business Administration

- *Expected Graduation: May 2021*
- Major: Management Information Systems (MIS) Minor: Marketing
- Cumulative GPA: 3.51 / 4.00

PROFESSIONAL EXPERIENCE

TEMPLE UNIVERSITY FOX SCHOOL OF BUSINESS, Philadelphia, PA

November 2018 – Present

Online MBA Representative, Graduate Enrollment Management

- Educate potential MBA students on the value and flexibility of the Fox Online MBA
- Generate leads by phoning and emailing potential MBA students and effectively advancing leads to the associate director

UNITED STATES SECURITIES & EXCHANGE COMMISSION, Philadelphia, PA

August 2018 – November 2018

Business Honors Intern, Office of Compliance Inspections & Examinations

- Provide support to the national examination program for the Philadelphia regional office as a part of the business honors program, at the United States Securities and Exchange Commission
- Assembled a reconciliation of fee billing documentation for a registered investor advisor; reviewed investor advisor agreements and fee billing invoices for investment advisor clients to ensure accuracy in the fee billing contract
- Executed EDGAR search system to review mutual fund prospectus as part of the pre-examination research for an investment company examination
- Participated in commission wide training classes which included in person lectures and online Tutorials

ADDITIONAL EXPERIENCE

TEMPLE UNIVERSITY FOX SCHOOL OF BUSINESS, Philadelphia, PA

November 2018 – Present

Vice President, Professional Sales Organization

- Oversee and manage a 92-member organization which meets two times a week to gain a better understanding about the sales industry and develop sales acumen
- Acquire multiple relevant sponsors that provide internships and full time hires to the organization and boost revenue in upward of \$8,000
- Spearhead an in-house sales competition with 12 employers to create industry verticals for members to attain job placement.
- Conduct digital and in-person recruiting campaign that led to a 35% increase in membership

TEMPLE UNIVERSITY FOX SCHOOL OF BUSINESS, Philadelphia, PA

September 2017 – November 2018

Assistant Director of Sales Education, Professional Sales Organization

- Coordinated 12-week sales course to developed new members sales skills
- Implemented a five steps sales process that included: the intro, needs identification, presentation, object handling, and close
- Coached members one-on-one in preparation for the in-house competitions that included speed sell and the management case, resulting in four out five wins

ACTIVITIES & AWARDS

- Member of Box of Balloons, Spring 2018 – Present
- William Patterson National Sales Challenge, November 2018
- 1st Place Fox Sales Challenge, December 2017
- 1st Place Fox Sales Challenge, April 2017

SKILLS

- Computer Skills: Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Salesforce
- Interests: Sports, Technology, Fishing, Fitness