

Mellisa S. Crombie

mellisacrombie@gmail.com

851 Red Lion Road Apt. P-5 | Philadelphia | PA | 19115 | tel: 267.816.6698

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2021

Major: Management Information Systems

GPA: 3.6 | Dean's List, Fall 2016

University Honors Program

ACTIVITIES & AWARDS:

- Volunteer, Stand Up America, Summer 2020 – present
- Member, Association for Information Systems, Fall 2018 – present
- Recipient, Temple Academic Merit Scholarship, Fall 2016 – present
- Volunteer, KleinLife Choice Food Program List, Fall 2016

EXPERIENCE:

CHILDREN'S HOSPITAL OF PHILADELPHIA, Philadelphia, PA Sept. 2019 – Dec. 2019

Information Services Co-Op

- Communicated with external providers to validate Provider Licenses and uploaded External Provider information into the hospital's database management system, Epic, resulting in 100+ providers' information being easily accessible and accurate for the hospital's doctors and nurses.
- Created and updated batch jobs in test environments within Epic regarding patients' healthcare coverages.
- Exported generic providers from the Epic Chronicles Archive for the hospital's 3rd party vendor, Patiently.

DUNKIN', Philadelphia, PA October 2016 - Present

Lead Crew Member

- Assist with daily operations for a quick service restaurant specializing in coffee and baked goods.
- Provide customer service for 100+ customers per day and handle cash and credit transactions resulting in revenue up to \$3000+ per day.
- Assist with opening of store and, when needed, helping crew members with customer service at two different stores.
- Train and supervise new crew members on roles and responsibilities.

INFORMATION TECHNOLOGY SKILLS:

Analysis:	Visio, Tableau, RStudio
Software Development:	Java
Web Development:	WordPress, HTML, CSS
Database Management:	Amazon Web Services, Epic Systems, MySQL
Project Management:	G Suite, Microsoft Office, Microsoft Project
CR Management:	Salesforce

SKILLS & LANGUAGES:

- Spanish – proficient
- French – conversational