
Miranda S. Echegaray-Matthews

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

Bachelor of Business Administration, Graduation: May 2020

Major: Management Information Systems, Minor: Computer Science

ACTIVITIES/GROUPS:

The National Society of Collegiate Scholars, November 2016 - Present

Habitat for Humanity ReStore, Volunteer, January 2016 - April 2016

CBS3 Data Research, Data Research Assistant, July 2015 – October 2015

SKILLS:

Coding: Java, C, HTML, CSS, Javascript

Design: Adobe – Illustrator CC, Photoshop CC, Animate, Dreamweaver, InDesign

Cloud Services: Microsoft Azure, Amazon Web Services

Database: MySQL

EXPERIENCE

ROSS, Royersford, PA

July 2017 - Present

Stock Associate

- Effectively and consistently put new merchandise in the store by unloading, unpacking, sorting, hard tagging and running all items from the truck on to the store floor for a leading off-price retailer.
- Performs quality control inspections of shelved and unloaded merchandise while maintaining the cleanliness of the store.
- Resolves problems and avoids the escalation of issues by striving for quick compliant resolution.

NBCUniversal, New York, NY

June 2019 – August 2019

Media Tech Intern – Marketing Information Technology

- Assisted in the launch of NBCU's POP, Promo Optimization Platform with NBCU Brands.
- Documented marketing processes and training guides for the NBCU Marketing Help Center.
- Pulled reports from TiVo at request for NBCUniversal employees who wanted to see the effectiveness of priority campaigns or to assist in the development of POP.
- Documented POP users' experience with the platform in order to reveal common occurrences amongst users from different networks.
- Designed and created several graphics to convey different POP and FreeWheel concepts.

Babysitting/Care Taker

June 2010 – June 2019

Care Taker of Multiple Families

- Developed skills when dealing with children with special needs and created mathematics and English lesson plans specifically for those with special needs.
- Maintained the health and well-being of children from newborn to teenagers by providing meals, assisting with hygiene such as, bathing, changing diapers, and potty training, and followed regular routines for sleeping schedule.
- Established a positive relationship with the children by designing creative games and activities
- Promoted education by writing lesson plans and working with the children of various ages
- Motivated and provided encouragement along with constantly offering emotional support.

Citi, Warren, NJ

May 2016 – June 2016

Intern

- Participated in a career ready internship designed to provide exposure to a corporate business setting.
- Shadowed a Director at technology while learning about the operation of the business.