

# Melissa Mulvey

community.mis.temple.edu/melissamulvey

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2016**  
MAJOR: Management Information Systems | MINOR: Finance  
GPA: 3.1, | Study Abroad: Temple University Rome, Summer 2014

## SELECTED COURSES:

Data Science	Data Analytics
Enterprise IT Architecture	International Finance

## ACTIVITIES AND AWARDS:

- Member, The National Society of Leadership and Success, Fall 2014 – present
- Member, Association for Management Information Systems, 2015 – present
- Participant, Temple Analytics Challenge – Fall 2014
- Volunteer, Temple Study Abroad fair – Spring 2015

## INFORMATION TECHNOLOGY SKILLS:

Web Development:	WordPress
Software:	Microsoft Suite, Tableau, Adobe Photoshop, Google Analytics

EXPERIENCE: TEMPLE UNIVERSITY, Philadelphia, PA September 2012 – present  
**Administrative Assistant, Controller's Office**

- Use databases, to identify purchase orders, to scan journal entries, and to run queries.
- Conducted a new processes to insure all documents are scanned into the database.
- Direct phone calls and emails between Controller's and General Accounting office.

GENUARDI'S SUPERMARKET, Roslyn, PA September 2011 – May 2012

### Sales Associate

- Processed payments from more than 100 customers daily.
- Maintained a clean, neat and correctly stocked check stand and safe and secure work area.
- Adept at balancing transactions through checks, currency, and credit cards and register receipts.