

# Melissa Mulvey

community.mis.temple.edu/MelissaMulvey

1154 Beverly Rd / Jenkintown / PA / 19046

215.990.2193 / Melissa.Mulvey@temple.edu

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

## SELECTED COURSES:

Data Science, Enterprise IT Architecture, Data Analytics, Digital Design and Innovation, Information Security for Cyber Crime, Lead Global Digital Projects, Data-Centric Application Development, International Finance, Corporate Finance, Investment

## ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2015 – present
- Member, The National Society of Leadership and Success, Fall 2014 - present
- Volunteer, HootATHon Committee for Campus Engagement, Fall 2015 – present
- Volunteer, Temple Study Abroad Fair – Spring 2015
- Volunteer, Habitat for Humanity – Summer 2015
- Participant, Temple Analytics Challenge – Fall 2014

## INFORMATION TECHNOLOGY SKILLS:

Proficient: MySQL, T-SQL, Microsoft SQL Server, VMWare, WordPress, Microsoft Office Products  
Working Knowledge: SQL Server Integration Services, CSS, HTML, PHP, Microsoft Project, Tableau  
Basic Knowledge: Dreamweaver, JustInMind, Adobe Photoshop, Google Analytics, SAS Enterprise Minor

EXPERIENCE: Aetna, Blue Bell, PA June 2015 – August 2015

### **Informatics Intern**

- Assisted with gathering and writing of requirement documents for a key Medicare Application Tool.
- Programmed using SQL server to do table compares, table updates and processing against multiple views.
- Managed an issue consolidation list for a key Medicare Application Tool.
- Updated a SQL server integration services package to run with database table changes.

Temple University, Philadelphia, PA

September 2012 – Present

### **Administrative Assistant**

- Used front end application, to identify purchase orders, to scan journal entries, and to run queries.
- Analyzed how to improve business processes. Worked, to provide requirements to IT in order to build an imaging application.
- Created new processes to insure all documents are scanned into the database.

Genuardi's Supermarket, Roslyn, PA

September 2011 – May 2012

### **Sales Associate**

- Processed payments from more than 100 customers daily.
- Adept at balancing transactions through checks, currency, and credit cards and register receipts.