

**EDUCATION:**

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: May 2018**

MAJOR: Management Information Systems

GPA: 3.29

**PROJECTS:****Business Analysis**

- Created a multi-functional data-driven dashboard using Google APIs and Algorithms as a prototype solution for ineffective management of a Master's Program in the Fox School of business. Solution was chosen by professor as most applicable and asked me to join the final development team.

**Data Centric Applications**

- Coded a simple response artificial intelligence program similar to "ELIZA", based on primitive natural language processing, focused on changing ELIZA's original paradigm to a hostess-customer type dialogue, using scripts to create human-like responses.

**ACTIVITIES:**

Member, Association for Management Information Systems, January 2016 – Present

**INFORMATION TECHNOLOGY SKILLS:**

Analysis: R & R Studio, Excel  
UI/UX: Justinmind Prototyper  
Virtualization: Microsoft Azure, VMWare  
Web Development: HTML, CSS, PHP  
Data: Oracle, SQL plus, SQL, Access,

**EXPERIENCE:**

PHILADELPHIA VIP, Philadelphia, PA

May 2016 – December 2016

**Operations Development Intern**

- Case processing, management, and paper intakes into database, essential for firm operation.
- General office IT & Legal Server help when IT became disruptive.
- Note taker at LegalStatistics meeting, sent to Executive Director.
- Large scale mailings of 300 letters + as well as folder preparation for clinic events, essential for client engagement.
- "Super Lawyer" analysis project; identified which listed "super" lawyers in area worked for VIP.
- "Firm volunteer history report" project for Executive Director's firm meetings; created statistic sheets on law firms and their volunteer history, to engage more lawyers to participate
- Descriptive analytics on training event feedback. Gave insight to head data analyst on what to change for future events.
- Protocols recommended to data analyst on similar sized database security for comparison and implementation.
- Data entry inclusive of client/donor information updates, and law student profile creation, essential for operations continuity.
- Text and video consolidation from old website in preparation for new website, file management and migration for new website.
- Multimedia editing, Spanish voiceover recording for new website.

HABITAT LLC. Philadelphia, PA

December 2015 – Present

**Food 'Runner'**

- Manage delivery of food truck orders to all Temple University students, and faculty, focusing on customer satisfaction.
- Work with management to perfect IOS/Android application for proper user functionality due to startup phase.

**SKILLS & LANGUAGES:**

- Spanish & German – conversational, Spanish- basic writing.
- Microsoft Office, PC based platform IT, all social media platforms.
- Advanced audio production, advanced audio engineering & sound design; related multimedia editing.

