

Matthew R. Hilken

community.mis.temple.edu/Mhilken

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: Spring 2021
Major: Management Information Systems
Overall GPA: 3.83 Major GPA: 4.0

SELECTED COURSES:
Digital Solutions Studio, Enterprise IT Architecture, Data-Centric App. Dev.,
Data Analytics, Legal Environment of Business, Information Systems

ACTIVITIES: Association for Information Systems (AIS) - Member, Fall 2019, Spring 2020

INFORMATION TECHNOLOGY SKILLS:
Data: Excel (Functions, Pivot tables, Vlookup)
SQL (MySQL), NoSQL (MongoDB)
Web: HTML, CSS, JavaScript
Project Management: Microsoft Office Suite, Google Drive
Customer Relationship Management: Salesforce

EXPERIENCE: Temple University, Department of MIS January 2020-Present
Information Technology Assistant Philadelphia, PA

- Selected as an assistant for MIS 2402 Data-Centric App. Dev.
- Responsible for grading assignments and assisting students with homework and lab.
- Reference: Taha Havakhor, Assistant Professor, Dept. of MIS
Taha.Havakhor@temple.edu

George School Day Camp Summers 2017, 2018, 2019
Group Leader Newtown, PA

- Managed six counselors and a group of 20 children (ages 5-11).
- Communicated with parents and performed staff reviews.
- Helped organize and plan 300+ person events for the camp.
- Learned about the strategy used for the retention of staff and campers for the next summer, specifically financial decisions regarding discounting.

McKee Risk Management, Inc. May 2017 - June 2017
December 2017, 2018
Intern King of Prussia, PA

- Analyzed and compared accounts receivable statements to identify differences.
- Entered and analyzed data in Silver Accounting System.
- Attended meetings regarding real estate decisions, company strategy and software implementation.