

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2018**Dual Major: Accounting, Management Information Systems**

GPA: 3.74 | Dean's List: spring 2015, spring 2016, fall 2016

ACTIVITIES:

Member, Beta Gamma Sigma, May 2017 – present

Vice President, Association for Information Systems, April 2017 – present

Member, Beta Alpha Psi, April 2017 – present

Member, Association for Information Systems, September 2016 – present

Candidate, Beta Alpha Psi, February 2017 – April 2017

EXPERIENCE:

SAP, Newtown Square, PA

Information Technology & Security Audit Intern

June 2017 - present

- Participated in two separate audits and performed over 50 percent of the testing for my primary audit.
- Extracted data from network monitoring applications and created a network device testing sheet using a Kali Linux virtual machine and a security vulnerability tool called Nipper Studio.
- Analyzed device configurations for deviations from company security standards and unsecure protocols such as Telnet, FTP, HTTP, and BOOTP.
- Evaluated user access controls for RADIUS and other systems by creating a testing sheet using VLOOKUPS to compare the users to Active Directory.
- Gathered evidence from stakeholders and documented it in working papers according to key scope area.
- Assisted in finalizing the wording in two audit reports that were sent to the executive board.

STARR COMPANIES, Philadelphia, PA

May – August 2016

Accounts Receivable Intern

- Analyzed aged receivables with Excel pivot tables composed of data from multiple systems and cash to determine why insureds showed outstanding balances.
- Managed receivables for my designated line of business as well as items assigned by my manager.
- Sent reminders to brokers to inform them of past due payments and issued notice of cancellations when necessary.
- Updated co-workers weekly report while he was out of the office and led the war room call with the president of the company.
- Communicated booking errors with underwriters and advised them to process transactions to match the books to the invoice.

THE BRIDLEBROOK GROUP, Broomall, PA

May – August 2015

Marketing Intern

- Collected business mailing addresses based on firm size, location, and industry to form a targeted mailing list using the Dun & Bradstreet database.
- Utilized the Microsoft Word mail merge tool to link Excel mailing lists to letter format in Word.
- Printed, sealed, and mailed advertisement letters to businesses along the East coast.
- Assisted with the preparation of financial spreadsheets from tax returns for use in cash flow analysis.

DUNWOODY VILLAGE, Newtown Square, PA

October 2012 – July 2015

Server

- Provided service for a 120-seat retirement home dining room.
- Set tables, took food orders, and served selected tables.
- Set up and served food from the buffet that provides food for the entire dining room and cleaned and prepared it for the next day.

SKILLS:

- SQL, HTML, CSS, PHP, RStudio, JavaScript, JQuery
- Microsoft Outlook, Word, Excel, PowerPoint, Access, Dynamics GP, Azure, OneNote