

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2017
MAJOR: Management Information Systems

COMMUNITY COLLEGE OF PHILADELPHIA, Philadelphia, PA
Associates in Arts, Graduation: May 2014
MAJOR: Management of Computer Information Technology

INFORMATION TECHNOLOGY SKILLS:

Analysis:	Google Analytics, Excel
Database Management:	Access, MySQL
Operating Systems:	Android, iOS, Linux, Mac, Windows
Productivity:	Google Apps, Microsoft Office
Programming Languages:	CSS, HTML, PHP, SQL
Project Management:	Microsoft Project
Prototyping:	Justinmind
Web Commerce:	Oracle ATG

EXPERIENCE: AmerisourceBergen, Conshohocken, PA Jan 2017 – Apr 2017
Contract Analyst (Temporary)

- Reviewed all of the company's branded manufacturer contracts
- Captured over 40 metadata elements for each contract
- Worked closely with the contract managers to validate contract information

AmerisourceBergen, Chesterbrook, PA Oct 2016 – Jan 2017
Supplier Diversity Co-Op

- Compiled and reported diversity spend dollars to business partners and internal stakeholders
- Analyzed trends in diversity spend and identified areas of improvement
- Discovered over \$2.5B in unclassified diverse spending

Comcast, West Chester, PA June 2016 – Aug 2016
Wireless Analyst Intern

- Managed a team of 10 interns for a project to create a new conference room scheduling web application
- Maintained the company's corporate wireless accounts and devices database to monitor spending trends and optimize cost savings
- Enhanced the department's SharePoint site to improve the quality of information available for the wireless coordinators

Nutrisystem, Fort Washington, PA Sept 2015 – May 2016
Web Operations Intern

- Worked closely with the Web Operations team to ensure all eCommerce projects are properly designed, built, and delivered on time
- Assisted the Web Operations team with day-to-day maintenance of nutrisystem.com
- Performed site content inventory to ensure accuracy and quality of website assets

Fox School of Business at Temple Univ., Philadelphia, PA

Sept 2015 – May 2016

Student Ambassador

- Initiated weekly contact with assigned alumni
- Conducted biweekly in-person interviews with alumni
- Provided detailed weekly reports on all contact with alumni

Comcast, West Chester, PA

May 2015 – Aug 2015

Assistant Wireless Analyst Intern

- Maintained the company's corporate wireless accounts and devices database to monitor spending trends and optimize cost savings
- Developed an electronic order form for 400+ wireless coordinators to improve the efficiency of purchasing wireless devices and services
- Created a guide to educate the coordinators on various wireless plan options

SICOM Systems, Doylestown, PA

Aug 2014 – Aug 2015

Technical Support Representative (Overnight)

- Provided remote technical support for 65 restaurants per night related to the SICOM POS system
- Troubleshoot hardware, software and networking related POS issues in a Linux environment
- Educated restaurant staff on how to efficiently operate the SICOM POS system

Ingram's Plumbing, Philadelphia, PA

Dec 2001 – July 2014

Office Manager

- Functioned as interim chief executive officer in the event of the owner's absence or long term leave
- Directly handled all customer and internal employee related complaints and discrepancies.
- Performed thorough investigations of all legal issues and workman's compensation claims.
- Prepared weekly payroll records for processing and distribution.
- Drafted all customers plumbing estimates, proposals and contracts.
- Developed and implemented the company's employee handbook and policies.
- Prepared and made daily bank account deposits.
- Secured all work related permits and served as a liaison between the company and the City of Philadelphia.
- Gained practical experience in managing company advertisement accounts. Also successfully piloted direct mail and Internet advertising programs.
- Implemented an email, calendar, and document sharing system to improve communication and increase efficiency within the company.
- Maintained all in house PC and Apple workstations, networks, and servers

CERTIFICATIONS:

- Comp TIA Project+, December 2016
- Google Analytics Individual Qualification, November 2015
- Google AdWords, November 2015