

# Mohamad Kheir

community.mis.temple.edu/mkheir/

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## EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: May 2017**

MAJOR: Management Information Systems

## SELECTED COURSES:

Digital Design and Innovation, Data Centric Application Development, Information Systems in Organizations, Data Analytics, Enterprise IT Architecture.

## ACTIVITIES:

- Committee Head, Association for Information Systems, 2014 – Present
- Member, Temple Real Estate Organization, 2013 – Present

## INFORMATION TECHNOLOGY SKILLS:

Analysis:	Tableau, RStudio, Excel
Web Development:	PHP, WordPress, HTML, C++
Database Management:	Microsoft SQL Server, Oracle
Project Management:	Base Camp 3

## EXPERIENCE:

CITY CENTER LEHIGH VALLEY, Allentown, PA June 2015– August 2015

### **Investment/ Data Analytics Summer Intern – Project Management**

- Prepared project status reports and diagrams by collecting, analyzing, and summarizing information and trends.
- Performed comparative market analyses on properties and developments.
- Managed various tools to assist in generating metrics, forecasting timelines and observing progress for housing programs and initiatives.
- Researched and presented potential housing projects based on housing data analysis.
- Launched the “Live Near Your Work” and “UpSide Allentown” programs.

SAMPAN, Philadelphia, PA

October 2014 – April 2015

### **Food Runner**

- Provided customer service for a 100 seat, fine dining Asian fusion cuisine restaurant.
- Identified, solved and handled all guest related matters.
- Communicated with staff and managerial team to ensure proper food service.

CENTER FOR STUDENT PROFESSIONAL DEVELOPMENT, Philadelphia, PA

### **Front Desk Coordinator/Office Support**

May 2013– November 2014

- Provided office and clerical support to ensure efficiency.
- Greeted, assisted and directed guests, employers, and visitors.
- Aided in the Fox Fall/Spring Fall Connection.
- Maintained student accounts on the FoxNet Online Recruitment website.

## LANGUAGES:

- Arabic - Fluent (Native)