

# Matthew Pelna

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## EDUCATION:

### **TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA**

Bachelor of Business Administration, Graduation: May 2021

Major: Management Information Systems

Overall GPA – 3.29

### ***Related Courses (Completed by December 2020):***

- Data-centric Application Development
- Data Analytics
- Enterprise IT Architecture
- Lead Global Digital Projects
- Web Service Programming

### ***Honors and Activities:***

Member, Association for Management Information Systems, 2019 – present

Gamma Iota Sigma Professional Risk Management, Actuarial Science and Insurance Fraternity, Fall 2016 – Fall 2018

Actuarial Science Career Development Committee, Member, Fall 2016 – Fall 2018

Provost's Scholars, Fall 2016 - Present

## WORK EXPERIENCE:

### **Grove Collaborative Inc, Elizabethtown, PA**

*Warehouse Associate, May 2020 – Current*

- Trains new associates, succinctly communicating goals, safety, and expectations
- Works independently to meet and surpass personal goals
- Operates on a team with a shared goal

### **Nordstrom Inc, Elizabethtown, PA**

*Stock Control May 2019 – August 2019*

- Utilized RF technology to replace outgoing stock in a timely manner
- Worked independently for long periods of time
- Communicated with management and coworkers to ensure goals are met

### **GlaxoSmithKline Vaccines, Marietta, PA**

*Packaging Operator May 2018 – August 2018*

- Operated packaging machinery, including loading, reintroduction, labelling and boxing
- Worked on a team to produce deliverables in a timely manner, complying with FDA regulations
- Utilized SAP and Good Documentation Practices

## INFORMATION TECHNOLOGY SKILLS:

SQL, HTML, CSS, JavaScript, Tableau, Tableau Prep, Excel, Microsoft Office, AWS, WordPress