

## EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: May 2020**

**Major: Management Information Systems (MIS) | Minor: Entrepreneurship**

GPA: 3.99 | Presidential Scholar | Fox Honors Program | University Honors Program | Dean's List, Fall 2016 – present

## EXPERIENCE

MIS Department, Temple University, Philadelphia

October 2017 – Present

### **Administrative Assistant**

- Assist Senior Associate Director with data collection and analysis of 250+ alumni to maintain 100% placement rate
- Integrate and manage databases of 800+ students from undergraduate and 2 graduate programs to identify inconsistencies and incorrect entries through data gathering from faculty, advising office, and Cognos reports
- Conducted the department's first-ever predictive analysis using Excel and Access to allocate course sections for 9 undergraduate MIS courses, accounting for 2,000-2,400 seats every semester

Tapp Network, Wilmington, Delaware

May 2018 – August 2018

### **Software Project Management Intern**

- Assisted Chief Technology Officer in managing, scheduling, and organizing 6+ software and web development projects with client contract values worth over \$250,000
- Communicated business and functional requirements and utilized Github to translate them into technical requirements for developers, ensuring proper documentation and on-time completion of project deliverables
- Developed statements of work, architecture diagrams, business proposals, and other ad hoc documentations to assist CTO in negotiating business deals with 5 new and existing clients

Learning Enterprises, Zalasowa, Poland

June 2017 – July 2017

### **Volunteer English Teacher**

- Selected from 40+ applicants to teach English in a rural community in Southern Poland
- Taught English conversation and grammar to 3 classes a day consisting of 35 beginner students aged 7-16
- Facilitated daily lessons to improve students' conversational skills and sustain their interest in learning
- Immersed into the community through cross-cultural exchange with 2 host families

## LEADERSHIP EXPERIENCE & ACTIVITIES

- Information Technology Assistant – Enterprise IT Architecture, Temple MIS, January 2019 – present
- Mentor, Temple Association for Information Systems (AIS) Mentorship Program, September 2018 – present
- Director of Corporate Relations, Temple AIS, May 2018 – present
- Diamond Peer Teacher – Honors Information Systems in Organizations, Temple MIS, August – December 2018
- Co-President, Women's Entrepreneurial Organization, September 2017 – May 2018
- President, Indonesian Student Association Philadelphia, January 2017 – December 2017

## AWARDS

- Recipient, 2018 Student Leadership Award, April 2018
- 3<sup>rd</sup> place, AIS National Competition, April 2018
- 2<sup>nd</sup> place, Target Case Competition, April 2018
- Recipient, IBIT NBCUniversal Scholarship, March 2018
- 1<sup>st</sup> place, PwC Case Competition, February 2018
- 4<sup>th</sup> place, Freely Magazine "Beyond Borders" Writing Competition, September 2017
- Recipient, Presidential Scholarship, August 2016

## SKILLS

- Computer: Photoshop, Tableau, MySQL, RStudio, WordPress, PHP, HTML, CSS, JavaScript, GitHub, Azure
- Languages: Indonesia – fluent, Melayu – fluent, Chinese – basic
- Interests: Traveling, Photography, Hiking, Percussion, Singing