MICHELLE PURNAMA

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EDUCATION
TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2020
Major: Management Information Systems (MIS)
GPA: 3.99 | Presidential Scholar | Fox Honors Program | University Honors Program | Dean's List, Fall 2016 – present

EXPERIENCE
Alexion Pharmaceuticals, New Haven, CT   July – August 2019
IT Intern – Project Management
- Led Regulatory Information Management publishing tool upgrade project for Regulatory Operations team utilizing waterfall methodology
- Defined project scope and objectives by interviewing stakeholders and documenting requirements
- Developed a detailed 6-month project plan to monitor progress to ensure project is on time, on budget, and on scope

MIS Department – Temple University, Philadelphia, PA   October 2017 – May 2019
Administrative Assistant
- Assisted Senior Associate Director with data collection and analysis of 250+ alumni to maintain 100% placement rate
- Integrated and managed 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, DE   May – 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

LEADERSHIP EXPERIENCE & ACTIVITIES
- Mentor, Temple Association for Information Systems (AIS) Mentorship Program, September 2018 – present
- Information Technology Assistant – Enterprise IT Architecture, Temple MIS, January – May 2019
- Director of Corporate Relations, Temple AIS, May 2018 – May 2019
- 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
- Volunteer English Teacher, Poland, June – July 2017

AWARDS
- Recipient, 2018 Student Leadership Award, April 2018
- 3rd place, AIS National Competition, April 2018
- 2nd place, Target Case Competition, April 2018
- Recipient, IBIT NBCUniversal Scholarship, March 2018
- 1st place, PwC Case Competition, February 2018
- Recipient, Presidential Scholarship, August 2016

SKILLS
- Computer: Photoshop, Tableau, MySQL, RStudio, WordPress, PHP, HTML, CSS, JavaScript, GitHub, Azure
- Certification: CompTIA Project+
- Languages: Indonesia – fluent, Chinese – basic