

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2018

Major: Management Information Systems

GPA: 3.72 | Business Honors Program | University Honors Program

ACTIVITIES & AWARDS:

- Director of Finance, HootaThon, Spring 2016 – present
- Volunteer, Honors Appalachian Experience, May 2015
- Member, Business Honors Student Association, Spring 2015 – present
- Member, International Business Association, Fall 2014 – present
- Deans' Scholar, Temple University 2014 – present
- Recipient, AP Scholar, 2014

EXPERIENCE:

FOX SCHOOL OF BUSINESS TEMPLE UNIVERSITY, Philadelphia, PA February 2016 – present

Student Worker Dean's Office

- Provide administrative support to the office of the Dean within the business school with a population of 82,000
- Input confidential information into databases using Microsoft Access and update records of professors' academic journals and publications using Digital Measures
- Aggregate Fox student course feedback forms as requested by academic directors and professors
- Answer phone inquiries, while processing faculty, staff, and student requests related to academic programs, events, and appointments

DELAWARE RIVER WATERFRONT COMPANY, Philadelphia, PA November 2015 – February 2016

Box Office/Guest Services

- Greeted customers at ticket booth and sold them Blue Cross RiverRink Winterfest ice skating tickets via a TicketFly computer sales system
- Addressed customers' questions and concerns regarding the Winterfest site and the surrounding area such as directions, hours of operation, and pricing
- Assisted customers with refunds, locker rental, cottage rental, and purchase of Winterfest items

AMERICAN DIABETES ASSOCIATION CAMP FREEDOM, Schwenksville, PA

June 2015

Counselor

- Supervised nine 11-year-old diabetic children for a week at an overnight camp
- Created a consistent schedule combined with hourly activities and nutritious meals for the children
- Functioned with 24/7 availability to the children with regards to all physical, emotional, social, or medical needs
- Checked, corrected, and recorded blood glucose levels of each child nightly at 12:00am and 2:00am

SKILLS & LANGUAGES:

- Microsoft Word, PowerPoint, Excel, Access
- SQL, NetBeans
- HTML, CSS, PHP
- Spanish- conversant