

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2018
Major: Management Information Systems
GPA: 3.58
Dean's List: Spring 2015

ACTIVITIES:

- Member, Temple University Investment Association Fall 2015 - Spring 2016
- Habitat for Humanity Fall 2015 - Present

EXPERIENCE: Temple University, Philadelphia, PA October 2015 - Present

Marketing Assistant

- Use Salesforce and Google Analytics to analyze and find relationships in website data for 18 Fox Graduate School Programs in the MBA department
- Create weekly logical and accessible reports through Microsoft Power BI, comparing web traffic data, campaigns, and promotional actions
- Present bi-weekly analyses on applicant CRM data, reviewing the progress of each admission status

De Lage Landen, Wayne, PA

May 2016 – August 2016

Reporting and Analytics Center for Excellence Intern (RACE)

- Developed personalized functions by writing Excel Macros using VBA programming; automated 5 reports and reduced analysis team workload by 8 hours
- Created graphics demonstrating 6 months of customer service phone call data with use of Qlik software, showing efficiency of individual performance and customer retention rates
- Managed and transferred over 450+ reports from Oracle EPM's Hyperion 8i to Hyperion 11i for circulation among internal and external stakeholders
- Developed RACE's SharePoint 2013 site and designed a naming convention for reporting files meeting the 260 URL character wording requirement

Sunrise Senior Living, Ardmore, PA

June 2013 – October 2015

Server

- Led a team of servers in a 120-seat, computer operated, fine dining restaurant, accompanying the needs of the residents
- Trained employees on duties for serving, and supported supervisors with daily scheduling of 11 employees duties
- Planned catering events for parties up to 150 people by organizing location, structure, and employee and food quantities

SKILLS:

- Microsoft Excel, Power BI, PowerPoint, SharePoint, Word
- Salesforce CRM, Qlik, Google Analytics, Oracle EPM
- Micros POS system
- HTML, CSS, PHP, and SQL