

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2016

Majors: Economics and Management Information Systems

GPA: 3.29

Selected Courses:

Information Systems in Organizations	Business Administration: Excel
Enterprise IT Architecture	International Monetary Economics
Data Analytics	Integrative Business Applications

ACTIVITIES, AWARDS AND RELATED ACTIVITIES:

Temple Economics Society member	Spring 2013 - Present
Awarded W.W. Smith Scholarship	2012-2013
Worked in a New Shoes retail market simulation	Fall 2013
Member of the National Association of Business Economics	August 2013 - Present

EXPERIENCE: TEMPLE ECONOMICS SOCIETY, Philadelphia, PA August 2013 - Present

Vice President, Executive Board

- Facilitate communication among executive board members, general body members and faculty advisor through emails, group texts and our website.
- Arrange tasks for executive board members on a timely basis for our projects each semester such as; trips, conferences, speaker events, fundraisers, networking events, banquets and socials among others. And coordinate with the faculty advisor
- Worked on implementing a member discount strategy for our events and shirts which increased our membership by 120% from 15 members to 33 members.

CESCAPHE EVENT GROUP, Philadelphia, PA January 2013 - Present

Server, Serving Staff

- Set up the event venues for 150-300 people before the start of the event including; tables, decorations, champagne and water among others
- Serve two to four tables with 8-15 guests in each with a salad, dinner and dessert course including drinks at their request and clean up the venue after the event
- Promoted to server after 6 months of working as a busser, usual wait is one year

U.S. DEPARTMENT OF LABOR, Philadelphia, PA May 2013 - August 2013

Summer Intern, OASAM

- Edited power points on information for federal retirement applicants
- Worked with my supervisor in an auditing project for retirement applicants who had issues on their applications
- Completed miscellaneous tasks including filing, scanning, answering phones and delivering office mail

SKILLS & LANGUAGES:

- Proficient in Microsoft Word, PowerPoint and Excel
- Spanish – Fluent
- Tableau
- SQL
- SAP