

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2017
Major: Management Information Systems
e-Portfolio: community.mis.temple.edu/philiptocci/
Cumulative GPA: 3.5 | Major GPA: 3.67 | Dean's List, Fall 2015

Selected Courses:

Data Analytics	Business Communications
Enterprise IT Architecture	Excel for Business Applications
Digital Design and Innovation	Operations Management

BUCKS COUNTY COMMUNITY COLLEGE, Newtown, PA

Associate of Arts, Graduated: August 2015

Major: Business Administration

GPA: 3.64 | Dean's List, Fall 2014 and Spring 2015

Selected Courses:

Financial Accounting	Managerial Accounting
Risk and Insurance	Legal Environment of Business
Principles of Management	Principles of Marketing

ACTIVITIES: Member, Association of Information Systems, September 2015 – present
Inducted, Kappa Beta Delta International Honor Society, Spring 2015

EXPERIENCE: TD BANK, Mount Laurel NJ May 2016 – August 2016

IT Auditor Intern

- Performed fieldwork for audits ranging from change management to system parameters
- Drafted reports for senior management providing audit status updates and walkthrough debriefs
- Fulfilled Project Manager role for intern class philanthropic initiative that benefitted over 225 children
- Created and re-scripted macros for Anti-Money Laundering Team increasing efficiency by 90% in data processing and visualization

GENESIS HEALTHCARE, Quakertown PA

December 2011 – May 2015

Recreation Assistant

- Answered phones and performed receptionist duties at a skilled nursing facility
- Tasked with responsibilities for all IT related issues by installing computer updates, solving technology issues, and performing hardware repairs while doing data entry
- Addressed resident and family concerns by filing out appropriate paperwork and passing along to management
- Assisted with scheduled recreation programming for approximately 30 senior residents per program