1234 S 10th St. | Philadelphia | PA | 19147 | 267-614-9206 | paula.kozak@temple.edu

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

Bachelors of Business Administration; Expected Graduation: May 2015

Major: Management Information Systems; Minor: Legal Studies

GPA: 3.67; Dean's List, Fall 2011 – Spring 2013

Study Abroad: Temple University London, Summer 2013

ACTIVITIES AND AWARDS:

Recipient, John H. Shain Scholarship, March 2013

Member, Phi Sigma Pi National Honors Fraternity, 2012- Present Member, National Society of Collegiate Scholars, 2011-Present Member, Association for Information Systems, 2013-Present

Member, Beta Gamma Sigma Business Honors Society, 2014- Present

EXPERIENCE: CAMPBELL SOUP COMPANY

Camden, NJ

HR Technology Intern- HRIS Analyst

May 2014 - Current

- Work as a key member of the Workday implementation team as a data conversion lead by pulling
 data from our current HR systems, analyzing the data, and converting it into allowable Workday
 values, which allows our Workday prototypes to be consistent and accurate through the phases of
 the project.
- Lead minor integrations as a technical owner and assist my team with integrations by organizing
 project tasks, analyzing content, and communicating with our consultants Collaborative Solutions
 in order to successfully integrate current processes into Workday.
- Act as a system administrator in numerous Campbell HR systems such as: CompOnline, TalentLink, PeopleSoft, and SuccessFactors, which improve the user-experience for the entire company and allow any technological issues to be resolved.

CIGNA

Philadelphia, PA

Sales Effectiveness Intern

January 2014 - April 2014

- Worked as a project team member to define, develop, and analyze Cigna healthcare and group
 insurance data by compiling data from various resources, preparing efficient workbooks, and
 analyzing key data points, in order to drive market decisions for both internal and external
 customers.
- Updated the Cross Sell Tracking Sheet by using Visual Basic Macros and formulas to manage all healthcare and group insurance cross sells in order to report various metrics that helped the sales force keep track of and make decisions to efficiently sell insurance between markets.
- Assisted with compensation and ran the Local Preferred Dollar mailbox by organizing and communicating necessary requests, which allowed my team to effectively pay and delegate bonuses to brokers.

OFFICE OF RESEARCH, DOCTORAL PROGAMS, AND STRATEGIC INITIATIVES, Temple University, Philadelphia, PA

Student Web Developer

October 2013 - January 2014

- Updated and created content on The Fox School of Business website through the WordPress
 platform, HTML coding, and Adobe Dreamweaver, which provided users with critical
 information about our PhD program and research initiatives.
- Researched and organized content, as Word and Excel documents, involving Fox faculty, PhD students, research initiatives, and developmental plans to help create accurate and efficient information for our department.
- Communicated effectively, both in person and through email, with Faculty members and PhD students, to gain information involving current plans of research, studies, and innovative ideas, which provided insight to my team and external users.

TECHNOLOGY SKILLS:

- Human Capital Management: Workday, PeopleSoft, SAP
- Experience with Adobe Dreamweaver, ERD, SAS, SQL, POMV4, PHP, Justinmind, Visual Basic Macros
- Proficient in Microsoft Office Suite, HTML, WordPress