

# Robert Ciccone

community.mis.temple.edu/RobertCiccone

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: December 2019**  
**Major: Management Information Systems | Major: Accounting**  
Overall GPA: 3.63 | Dean's List: Fall 2015 & Spring 2016

## SELECTED COURSES:

Data Analytics, Data-Centric Application & Development, Enterprise IT Architecture, Digital Solutions Studio, Lead Global Digital Projects, Application Integration & Evaluation

## ACTIVITIES AND AWARDS:

- Member, Beta Alpha Psi, Fall 2017 – Present
- Fox Accounting Association, Fall 2017 – Present

## INFORMATION SYSTEMS PROJECTS:

- Analyzed and extracted data using google analytics to determine the rate of site visits for a personal webpage.
- Served as team lead for analysis, design and development of a case study that gathered data to determine the correct location to find Lysosomal Syndrome Disease patients.

## INFORMATION TECHNOLOGY SKILLS:

Web Development: HTML  
Database Management: SQL  
Project Management: Microsoft Project, Microsoft Office

EXPERIENCE: TEMPLE UNIVERSITY ADVISING OFFICE, Philadelphia, PA May 2017 – Present

### Peer Academic Advisor

- Present to and train groups of incoming freshmen & transfer students on various educational software planning outlets, Temple University's campus resources, and class roster selections.
- Trouble-shooting student phone calls and emails in reference to academic planning, advising appointments, class overrides, graduation requests, etc.
- Assist academic advisors in daily operations including advising students on individual academic planning, planning freshmen and transfer student orientations, and managing student files.

The Sporting Club at the Bellevue, Philadelphia, PA

Summer 2017

### Café Associate

- Trained and mentored new employees on daily operations and tasks including cash drawer reconciliation, opening and closing procedures, and inventory management.
- Reconciled the cash drawer at the end of every shift assuring that the POS system matched the amount of cash in the drawer.

## SKILLS & LANGUAGES:

- Spanish - conversational
- Microsoft Office