

Rebecca Robinson

115 Sassafras Dr. | North Wales | PA | 19454 215-527-2166/rebecca.robinson@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2018
MAJOR: Management Information Systems
GPA: 3.51

MONTGOMERY COUNTY COMMUNITY COLLEGE, Blue Bell, PA
Associates of Liberal Studies, Graduation: December 2015
GPA: 3.38 | Dean's List Spring 2015 & Fall 2015

SELECTED COURSES:

Data Analytics, Data-Centric Applications, Enterprise IT Architecture, Digital Design and Innovation Studio, Business Society and Ethics

ACTIVITIES AND AWARDS:

- Member, Association for Information Systems, 2016 – present
- Volunteer, Blood Drive for College Council, September 2016
- Volunteer, IT Career Fair, September 2016

INFORMATION TECHNOLOGY SKILLS:

Analysis: Excel
Web Development: HTML, CSS, PHP
Database Management: SQL

EXPERIENCE: FOX SCHOOL OF BUSINESS, Philadelphia, PA September 2016 – present
Student Worker, Offices of MBA Programs

- Provide customer service including answering questions and directing all visitors accordingly.
- Enter data in multiple databases as well as supporting events with administrative excellence.
- Deliver and handle office mail, event support, administrative support for all programs, and run errands.

BACCO ITALIAN RESTAURANT, North Wales, PA June 2013 – present
Server

- Provide customer service for 265-seat, fine dining restaurant, specializing in Italian cuisine
- Trained 15 new employees
- Assist manager when needed with large parties and special dietary restrictions.
- Serve as hostess when needed, including resolving customer concerns and serving as liaison with chef, kitchen, and wait staff.

SKILLS & LANGUAGES:

- Proficient with Microsoft Office Suite and Visual Basic
- Spanish - basic
- First Aid/CPR certified, Fall 2015

