

## **Ranya I. Hasan**

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**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: August 2015***  
***Major: Economics Minor: Healthcare Management***  
*Selected Courses:*

Managerial Accounting	Business Communications
Business Statistics	Arabic Elements I & II
Intermediate Macro Analysis	Health Services Systems

**ACTIVITIES:** Member, American Red Cross Club, Spring 2012 – Present  
Member, Temple Muslim Student Association, Fall 2011-Present  
Youth Member, Workready Philadelphia Youth Network, Summers 2011, 2012

**EXPERIENCE:** IPPOLITO'S SEAFOOD, Philadelphia, PA May 2014-Present  
**Cashier**

- Provide customer service to 200+ customers a day for a global retail seafood store
- Handle all monetary transactions averaging \$3000 daily sales
- Explain menu selection and making recommendations

TEMPLE UNIVERSITY, Philadelphia, PA July 2012- Present  
**Receptionist, Office of Executive Vice President, CFO, and Treasurer**

- Provide administrative support to CFO of an urban university with a student population of 40,000
- Update and organize documents and files containing data information on Excel spreadsheets
- Screen all incoming calls in office and transcribe messages

U.S. DEPARTMENT OF HUD, Philadelphia, PA May 2014-July 2014  
**Analytical Intern, Housing and Urban development**

- Researched and entered census statistics for 200+ regions in the Maryland area into database
- Shadowed an Economist working on greater Philadelphia area rent control project
- Proofread 3-4 legal reports a day being processed for review and assessment
- Created copies of legal documents for closed cases for complainant by request

**SKILLS & LANGUAGES:**

- Microsoft Word, Outlook, Publisher, Excel, and PowerPoint
- Dreamweaver
- Fluent in Arabic (Levantine dialect, and Classical Standard dialect)