

**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: Dec 2019*  
MAJOR: Management Information Systems

Montgomery County Community College, Blue Bell, PA  
*Associate of Science, Graduation: May 2017*  
MAJOR: Business Administration  
GPA: 3.2

**RELEVANT COURSEWORK:**

- Data Analytics, Statistical Business Analytics, Business Communications, Risk Management

**ACTIVITIES & AWARDS:**

- Joan T. Smith Scholarship Award, Montgomery County Community College, 2017
- Active Member, Association for Information Systems—Temple University, 2017
- Member, Upper Perkiomen High School 1:1 Initiative Committee, December 2014 – June 2015

**INFORMATION SYSTEMS PROJECTS & SKILLS:**

- Sales analysis report in collaboration with Staples, Inc. store #0334.
- Research on partially-banned chemical 'Triclosan' for company TheNaturalGentleman.
- *Keywords:* MySQL, Google Analytics, Visual Studio, Java, HTML/CSS, WordPress CMS, Microsoft Office Suite, Microsoft Project, Microsoft Visio.

**EXPERIENCE:** THE NATURAL GENTLEMAN, New York, NY September 2016 – Present  
**Intern; Market Research Analyst & Web Designer**

- Analyze target market trends as to effectively attract niche customers.
- Research and report health issues and proper cleansing routines to keep the consumer informed about the use of our product.
- Provide website development consultation of webpage layout and design, as well as general use of the WordPress content management system (CMS).
- Recommend possible market strategies in order to best serve our consumers' needs.

STAPLES, INC., Quakertown, PA June 2015 – May 2017  
**Customer Service & Sales Associate**

- Accurately and efficiently resolved any emerging problems that our customers may have faced.
- Assisted customers with searching for products, as well as generated additional 'market-basket' sales with suggestions to items related to the customers' needs.
- Provided various technology-related services, solutions and information to customers.

UPPER PERKIOMEN SCHOOL DISTRICT, Pennsburg, PA December 2014 – June 2015  
**Founding Member; Assistant Technology Services Coordinator**

- Recorded and managed usage of over 600 desktops and laptops, 70 projectors and Smartboards, and 90 printers.
- Corresponded with staff concerning issues by way of a problem reporting cycle from a 'receipt of problem' report (ticket system), which included documentation of repair or disposition.
- Performed preventative maintenance on same devices. This would include periodic inspections, cleaning, filter replacement, etc.
- Monitored spare and replacement parts and managed inventory accounting of all technological devices.
- Paved the way for a 'one-to-one' initiative, giving each student a laptop for use, new classroom desktops, as well as mobile iPad carts. Integrating technology into educational services.