2916 Kirkbride Street | Philadelphia | PA | 19137 | 267.239.7650

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

Bachelor of Business Administration, Graduation: May 2015

Major: Business Management

Certificate: People First Leadership Program

Selected Courses:

Professional Development Strategies Macroeconomics Principles

Career Management/Professional Development Business Statistics Leadership and Organization Management Calculus I, II, III

ACTIVITIES:

• Team Leader, Software Design Project, September 2012 – December 2012

EXPERIENCE:

MORGAN LEWIS & BOCKIUS, Philadelphia, PA April 2013 – August 2013 Quality Assurance Intern

- Provided quality assurance software testing for international law firm with over 1,400 employed lawyers.
- Conducted weekly help desk audits to assure quality assistance to callers.
- Communicated with co-workers across the country to release updates for firm software.

CESCAPHE EVENT GROUP, Philadelphia, PA August 2012 – February 2013 Busser

- Provided catering assistance for weddings and celebrations ranging from 150 500 guests.
- Balanced guest orders and kitchen duties in a fast paced environment.
- Collaborated with team to complete all assigned tasks and satisfy guests.

EXIT SKATESHOP, Philadelphia, PA

June 2008 – August 2010

Sales Representative

- Aided customers daily with purchases and questions about the company products.
- Managed inventory for all incoming orders and sorted the products accordingly.
- Developed extensive knowledge of clothing and skateboard brands to effectively answer customer questions.

SKILLS:

- Microsoft Word, PowerPoint, Outlook
- Java Programming Language
- OS X and Windows Operating System
- Basic knowledge of C and C++ Programming Language