

Sefora M. Adhanom

community.mis.temple.edu/sadhanom

1538 Ingersoll Street Unit 2 | Philadelphia | PA | 19121

908.239.8835 | sefora@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: Spring 2020
Major: Management Information Systems
GPA: 3.27

ACTIVITIES & AWARDS:

- Campus Curlz Fundraising Chair 2017-2019
- Horn of Africa Student Association President 2019-2020

EXPERIENCE:

TMNA Services - Bala Cynwyd, PA June 2019 – Present

IT Intern

- Managed access management services for all employees within four different companies
- Aided in company-wide mobile device upgrade project
- Set up and terminated accounts in Active Directory, Microsoft Exchange, AQS, GBL and other applications
- Completed ServiceNow tickets and ran over 10 IAM reports daily for full employee account history

Comcast Spectacor - Philadelphia, PA December 2018 – May 2019

Payroll Intern

- Assisted in implementation of new time clock system at over 200 locations
- Adjusted employee's 401k deductions through ADP
- Filled over 50 garnishment documents daily

Red Sea Press/Africa World Press - Trenton, NJ May 2017 – August 2018

General Assistant

- Assisted in remodeling of company's website
- Catalogued over 300 working and non-working titles into company's database
- Scanned hard prints into PDF documents manually
- Designed and edited copies using Photoshop and Adobe
- Fulfilled online book orders through Amazon for shipment

Dunkin Donuts - Trenton/Bordentown, NJ June 2014 – August 2018

Shift Supervisor

- Began as cashier, promoted to shift supervisor due to my great customer service and dedication
- Supervised team workers and trained more than 10 people monthly on how to navigate POS system
- Documented items that were needed for store to run properly and completed orders for these items

Finish Line - Philadelphia, PA October 2016 – May 2018

Sales Associate

- Provided sneaker sales assistance to customers and achieved up to \$200 in sales per hour
- Achieved sales goals of \$1200 or more daily by selling higher cost sneakers rather than inexpensive ones
- Persuaded customers to purchase accessories and sign up for rewards program with shoe sale

SKILLS & LANGUAGES:

- Experienced in Microsoft Office
- Fluent in Tigrinya and Amharic