

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2020*  
*Major: Management Information Systems*  
Overall GPA: 3.87 Major GPA: 3.70 | Dean's List: Fall 2017

#### SELECTED COURSES:

Data-Centric Application Development, Data Analytics, Information Systems in Organizations, Leadership and Organizational Management, Financial Accounting, Managerial Accounting

#### ACTIVITIES AND AWARDS:

- \_ Member, The National Society of Collegiate Scholars Temple University Chapter
- \_ Member, Association of Information Systems, 2018
- \_ Member, Association of Latino Professionals for America, 2018
- \_ Ernst and Young Emerging Leaders Program Bootcamp, February 2018

#### INFORMATION TECHNOLOGY SKILLS:

Web Development: HTML, CSS  
Database Management: SQL  
Project Management: Microsoft Project, Microsoft Office

EXPERIENCE: HUNTERDON MEDICAL CENTER, Hunterdon, NJ Summer 2017

##### **Intern**

- \_ Assisted Director of Risk Management with mitigating and managing risk at a small, non-profit hospital, serving approximately 350,000 patients a year.
- \_ Participated in weekly Root Cause Analysis meetings with doctors and documented patient cases to identify latent errors and create procedural guidelines to prevent future risk. \_
- \_ Handled confidential lawsuit documents to include patient files and court proceeding documents.

VIAA SURGICAL ASSOCIATES, Doylestown, PA

Spring 2015

##### **File Clerk**

- \_ Provided organizational assistance to a team of five doctors and four nurses with a database of 1,000+ patient files.
- \_ Categorized and filed patient files and was trusted in dealing with highly private information in compliance with HIPAA. \_
- \_ Removed and destroyed outdated files in compliance with record retention protocol.

#### SKILLS & LANGUAGES:

- \_ Spanish – conversational
- \_ Experience with PHP