

Sara Monahan

E-Portfolio: <http://community.mis.temple.edu/saramonahan/>

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

Bachelor of Business Administration, Graduation: May 2017

MAJOR: Management Information Systems | MINOR: Human Resources

GPA: 3.60 | Dean's List: Fall 2013, Fall 2014, Spring 2015, Spring 2016

RELEVANT COURSES:

Enterprise IT Architecture, Data Analytics, Data-Centric Application Development, Digital Design and Innovation, Human Resource Management

ACTIVITIES AND AWARDS:

- VP of External Affairs, Member, Phi Beta Lambda Business Fraternity, 2013-present
- Sisterhood Outreach Chair, Founding Member, Alpha Xi Delta, 2014-present
- Volunteer at the Lenfest Center, January 2015- August 2015

INFORMATION SYSTEMS SKILLS:

- Customer Relationship Manager (custom package, SAP)
- VMWare
- Google Analytics
- Microsoft Suite (PowerPoint, Excel, Word, Outlook, Access, Publisher)

INFORMATION SYSTEMS PROJECTS:

- Created business case including working prototype and swimlanes for the BeHeard Philly company using JustInMind software with a five man team.
- Worked with an SAP system to process, fill and review orders to make sure the company continued to run smoothly.
- Developed VMWare environment to build virtual machines, install software and remediate viruses while ensuring high availability.

EXPERIENCE: THE VANGUARD COMPANY, Malvern, PA

College to Corporate Intern, Project Administrator

June 2016-August 2016

- Worked to launch the Lost Earning project through research, analysis and team collaboration.
- Presented new idea for "State of Business Forum" to Principal of the department and department leadership.
- Updated the RKS Technology Prioritization SharePoint and created charts within Excel to analyze the data.
- Networked with many crew members in different areas of the business to become more accustomed to Vanguard.

REMINDERMEDIA, King of Prussia, PA

Business Development Intern

May 2015-August 2015

- Selected by the CEO to work on a three person team to develop a new Real Estate network module to expand business in order to generate more leads.
- Entrusted to clean and correct time sensitive confidential information for financial advisors.
- Generated over 15,000 new contacts in 13 weeks creating 20,000 dollars of additional revenue in three months.

PET SUPPLIES PLUS, Souderton, PA

Cashier

August 2013- June 2016

- Provided customer service for a pet store which included specialty dog foods, cat foods, pet products and a grooming facility.
- Lead inventory logistics with a three person team including verifying shipments and organizing warehouse during summer and holiday seasons.
- Partnered with rescue organizations to place homeless pets.