

Simon Joshua Veloso

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2018
Major: Management Information Systems / Deans List Fall 2014 - Present
GPA: **3.87** | Major GPA: **4.0** | Business Honors Program | University Honors Program

RELEVANT COURSEWORK:
Data Analytics, Data-Centric Application Development, Data Science
Digital Design & Innovation Studio, Enterprise IT Architecture, Excel for Business Applications,
Financial Management, Operations Management, Statistical Business Analytics,

ACTIVITIES & AWARDS:
Member, Association for Information Systems, September 2015 – Present
Student Affairs Committee Member, Temple Student Government, September 2015 – April 2016
Vice President of External Affairs, Residence Hall Association, May 2015 – April 2016
Director of Web Development, International Business Association, May 2015 – April 2016
Recipient, Fox IT Advisory Board Scholarship, April 2015
Recipient, Temple University Dean Scholarship, Fall 2014

INFORMATION TECHNOLOGY SKILLS:

- CSS, HTML, MS Office Suite, PHP, R, SharePoint, SQL, Tableau, WordPress

EXPERIENCE:
TEMPLE UNIVERSITY FOX SCHOOL, Philadelphia, PA August 2015 – Present

Information Technology Assistant

- Assist MIS professor in instruction of Data Science course with class of 60 students
- Guide students in analyzing data through Excel and creating data visualizations and interactive dashboards on Tableau
- Evaluate student assignments, projects, and in-class activities on data analysis and data visualizations
- Provide IT administrative support for two classes in IT Auditing and Cyber Security graduate level program
- Created and maintain class website regarding readings, assignments, and posts

MERCK & CO., Branchburg, NJ June 2016 – August 2016

Summer Intern, IT Divestitures & Acquisitions

- Developed playbook for Divestitures and Acquisitions team to guide IT functional area leaders through the IT integration process of acquisition and divestiture deals
- Collaborated with consultants from Ernst & Young, Accenture, and 30 integration work stream leaders to develop over 40 pages for playbook site
- Designed landing portal and website pages for Divestitures and Acquisitions team site
- Tested functionality, user access, and security of Engage Zone collaboration sites
- Engaged with senior leadership to provide overviews and updates of project progress

VECTOR MARKETING, Springfield, NJ June 2015 – August 2015

Assistant Manager

- Recruited and trained new sales representatives on presentation skills, company product, and sales techniques for a kitchen cutlery company
- Generated \$15k in sales by creating new clientele through referral and lead program and presenting CUTCO Cutlery to customers through in-home presentations
- Promoted to key staff within first 3 weeks of employment (top 10% of office sales team)