

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2016
MAJOR: Management Information Systems | GPA: 3.4

SELECTED COURSES:

Introduction to Back End Business Applications (C#), Information Systems in Organizations, Business Calculus, Business Statistics, Data Analytics, Enterprise IT Architecture, Business Society & Ethics, Digital Design & Innovation Studio, Operations Management

ACTIVITIES & AWARDS:

Member, Association for Information Systems, Present
Member, Phi Beta Lambda (National Business Fraternity), Present
Dean's List, Indiana University of Pennsylvania, Academic Year 2013-2014
Member, Technical Development Application Program, Fall 2014
Dean's List, Temple University, 2015-2016

INFORMATION TECHNOLOGY SKILLS:

Software Development: Visual Studio, .NET, C#
Web Development: HTML, CSS
Enterprise Resource Planning Systems: SAP Training (Sales Order Processing, HR Labor Scheduling)
Database Management: MySQL, SAS

EXPERIENCE: ERNST & YOUNG LLP, Philadelphia, PA

Intern

May 2015 – July 2015

- Assisted Ernst & Young staff members (ranking from Staff I to Partners) with their work in core business services, external tax audits, external financial audits, and external IT audits.
- Worked on 3 client-serving teams (Tax, Assurance, Risk Advisory) and 2 non client-serving teams (IT Security/Compliance and Recruiting).
- Received training in the areas of corporate business conduct/ethics, Microsoft Excel, Microsoft PowerPoint, emotional intelligence, cross-generation workforce, delivering presentations, workforce diversity, business grammar, and communication across cultures.
- Received 4/5 review rating and a return offer for the Summer of 2016

PROMENADE FAMILY RESTAURANT, Harrisburg, PA

IT Personnel

May 2010 – Present

- Troubleshoot and solve all technological issues within the business, including but not limited to computers, security cameras, internet router, phone lines, printer, and fax machine.
- Created unique advertisements to promote the restaurant within the community during rebranding of the company beginning June 2014.
- Collaborated with owners to develop a plan to bring in more business by implementing more technology in the work areas.
- Trained waitresses and hosts on new systems and proper job responsibilities.
- Generated and maintain a Facebook page for the restaurant in order for guests to ask questions and give necessary feedback on the service they received.
- Ordered and accounted for all office supplies within the restaurant.

Server

June 2006 – August 2010

- Worked as a busser, promoted two levels to a server within 3 years.
- Created a five star customer service experience for our guests in our 195-seat, fine dining restaurant.
- Placed food orders, managed cash tills, and kept dining areas neat and clean.

SKILLS & LANGUAGES:

- Basic- Spanish
- Mastery of Microsoft Office Programs: Word, Excel, PowerPoint
- Intermediate working knowledge of Adobe Photoshop