

Stephen Scanlon

community.mis.temple.edu/sscanlon/

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
MAJOR: Management Information Systems, MINOR: Finance
GPA: 3.37

SELECTED COURSES:

Marketing, Human Resource Management, Macroeconomics/Microeconomics,
Financial Accounting

CORE COURSE EXPERIENCE:

- Involvement with SAP
- Mock Business Assessment: Building Relationships, Team Leadership, Communication, Efficient Planning
- Designed and structured E-Portfolio through the use of WordPress

ACTIVITIES:

- Member, Association for Management Information Systems
- Member, Association of Computing Machinery
- Volunteer, Habitat For Humanity

EXPERIENCE:

STAPLES, THE OFFICE SUPPLY STORE, Edgemont, PA May 2011 – January 2014
Sales Associate

- Provided 100 customers a day with expert knowledge regarding office supplies and electronics products available in the store, taking leadership roles as appropriate.
- Assisted customers with computer and electronics repair and maintenance, while building relationships with customers.
- Increased sales to customers by recommending additional products and supplies to supplement their purchases, based on their needs.
- Assisted in weekly product stocking, setting up all displays and tagging and merchandising all products throughout the store.
- Offered assistance to the store manager and other employees, including technology support, inventory control, and ensuring all new products were placed on the shelves.
- Handled all monetary transactions including cash, credit, and checks averaging \$1,000 in daily sales.

CHILI's, Wayne, PA

Summer 2010

Busser

- Provided support to wait staff and management, for a 60 table casual dining restaurant specializing in American cuisine.
- Handled special requests for customers including special dinner requirements and assistance.

INFORMATION TECHNOLOGY SKILLS:

- Microsoft Excel, PowerPoint, Word
- Programming Languages: HTML5, CSS, PHP
- WordPress, SAP
- Technical support for hardware