

Simran Talati MIS

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2019
Major: Management Information Systems |

SELECTED COURSES:

Data Sciences, Information Systems in Organizations, International Business, Race & Poverty in America

ACTIVITIES AND AWARDS:

- Association for Information Systems (AIS)-
- Vacation religion teacher at local temple

INFORMATION TECHNOLOGY SKILLS:

Software Development: Tableau, Java
Web Development: HTML
Project Management: Microsoft Project, Microsoft Office, Microsoft Excel

EXPERIENCE:

Simmy Incorporated, Philadelphia PA July 2016-Present

Managing the stores needs

- Served guests with customer service
- Handled banking and accounts
- Worked to organize the store
- Counted inventory and organized the information on excel

Buffalo Wild Wings, Langhorne PA October 2017- August 2018

Hostess

- Organized reservations and walk-in parties to ensure guest satisfaction.
- Maintained constant communication between management and all other employees to provide smooth operations in an extreme high volume environment.
- Communicated effectively with kitchen staff regarding customer allergies, dietary needs and other special requests.
- Maintained knowledge of current product locations

LANGUAGES:

- Spanish – Conversational, Hindi – Conversational

