

tessa.kaye@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2018
MAJOR: Management Information Systems
GPA: 3.26 | University Honors Program

SELECTED COURSES:

Enterprise IT Architecture, Digital Solutions Studio

ACTIVITIES AND AWARDS:

- Recipient, Temple University Provost Scholarship, 2015 – Present
- Member, The Association for Information Systems, 2016 – Present
- Finalist, The AmerisourceBergen Temple Analytics Challenge, 2016
- Volunteer, Project HOME at the Comcast Honickman Learning Center, 2017

INFORMATION SYSTEMS PROJECTS:

- Analyzed requirements and created an e-commerce tool to display products and enable users to make purchases.

INFORMATION TECHNOLOGY SKILLS:

Analysis: R Studio
Web Development: HTML, CSS
Database Management: SQL

EXPERIENCE: MAYFAIR DENTAL ASSOCIATES, Philadelphia, PA May 2016 – Present
Office Assistant/ Dental Assistant

- Implemented new computer applications, including cloud sharing for files, to organize and improve business processes and communicated these changes to 12 other staff members in a comprehensive way.
- Counseled 125 patients a week on their dental home care and post-operative instructions for their varying diagnoses to maximize their level of comfort with receiving surgical dental procedures.
- Maintained the protection of patient information by overseeing that data is stored in a secure manner, including keeping up to date with current laws and regulations regarding the transmission of private information.

CAPE MAY POINT BEACH PATROL, Cape May Point, NJ Summers 2014, 2015

Ocean Lifeguard

- Enforced proper safety measures and supervised private beaches with patron attendance averaging at 200 people per beach.
- Participated as a team with 20 other lifeguards with the objectives of being in optimal shape and working as a unit to safeguard the lives of the beach patrons.
- Determined the most efficient manner to respond to emergency situations as quickly and safely as possible.

SKILLS & LANGUAGES:

- Proficient in Microsoft Word and Excel
- Power BI
- Microsoft Azure