

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Anticipated Graduation: May 2016
Major: Management Information Systems | Minor: Marketing
GPA: 3.85 | Dean's List, Fall 2012 - Present
Selected Courses:

Finance 2101	Business Society & Ethics
Data Analytics	Financial Accounting
Introduction to Risk Management	Info Management for Marketing Strategies

Saint Joseph's Preparatory High School. GPA: 3.2

ACTIVITIES & AWARDS:

- Member, National American Marketing Association, Fall 2013 – Present
- AIS Member, Association for Information Systems, Spring 2015 - Present
- Dean's List, Fall 2012 – Present

EXPERIENCE:

HONEYGROW, Philadelphia, PA Aug 2014 – Present

Business Operations Analyst

- Assist with vendor reconciliation reports for month end financial closing
- Compile reporting on data for all honeygrow employees
- Prepare consistent cost analysis reporting for meat and produce vendors
- Create consistent reporting on data from all vendor profiles
- Utilize tools, such as Hootsuite, to monitor social media activity and promote honeygrow's brand.
- Negotiated with existing and potential nut vendors to reduce product pricing and freight charges, resulting in an overall price savings of \$1000 per month.

COMCAST CORPORATION, Philadelphia, PA May 2014 – Aug 2014

Procurement Shared Services Intern

- Set up and compiled consistent fleet reporting for all 8 divisions of Comcast Corporation, including inventory reports, budgeted vs. actual spend, and fuel and maintenance spend reports
- Reviewed and reported on existing contracts between Comcast Cable and various vendors while correcting payment terms, resulting in large scale dollar savings as high as \$10 million compared with previous years
- Created reporting of vendor request for quote (RFQ) analysis in order for management to evaluate supplier efficiencies and cost savings

HONEYGROW, Philadelphia, PA February 2014 – May 2014

Office Support Intern

- Assisted the office manager and other office personnel as needed in a variety of areas, including filing, reception, and administrative duties for a startup restaurant
- Conducted invoice analysis for the purpose of price negotiations and problem solving

INFORMATION TECHNOLOGY SKILLS:

- Microsoft Excel, PowerPoint, Word, Access
- CMS: Microsoft SharePoint, WordPress, Oracle EPM, PHH Interactive, Smart Source, My SQL Workbench
- Programming Languages: MySQL
- POM-QM for Windows 4