

THEODORE WILKS

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
MAJOR: Management Information Systems
GPA: 3.38, Major GPA: 3.44, Fall 2015

SELECTED COURSES:

Data-Centric Application Development, Data Analytics, Lead Global Digital Projects, Enterprise IT Architecture, Integrative Business Applications, Financial Management

ACTIVITIES AND AWARDS:

- Director of Events, Association for Information Systems, Fall 2014 – Spring 2015
- Volunteer, Philly Give Camp, WordPress/Database Administrator, Spring 2015
- Events Committee Head, Association for Information Systems, Fall 2014
- Recipient, Temple University, University Academic Scholarship, 2014 – present
- Member, Association for Information Systems, Spring 2014 – present
- Member, Eta Sigma Chapter of Alpha Beta Gamma, Fall 2013 – present
- Member, Phi Theta Kappa National Honor Society, Fall 2013 – present
- President's Honor List, Community College of Philadelphia, Fall 2012 – Fall 2013

INFORMATION TECHNOLOGY SKILLS:

- Web Development Technologies: MySQL, WordPress, HTML, PHP
- Software: Microsoft Office Suite, Google Analytics, SAP
- Data Mining using SAS Enterprise Miner
- Entity Relationship Modeling

EXPERIENCE: AMERIHEALTH CARITAS, Philadelphia, PA June 2015 – August 2015

Business Analyst, Program Integrity Intern

- Provided project level support in the elicitation of business requirements and reviewed project deliverables with systems analysts for functional specifications.
- Assessed departmental wide impacts to the business process, and implemented policy modules and procedures within the Governance, Risk and Compliance objectives.
- Assisted in managing projects to determine project requirements and milestones to ensure successful implementations to meet stakeholder needs.

NATIONWIDE INSURANCE, Philadelphia, PA June 2014 – August 2014

Technology Analyst, IT Intern

- Assisted in the design, development and conversion of a paper-based filing system into an electronic system to improve productivity and enhance system quality.
- Transcribed client data to computer database for preparing reports, target market research and data analysis.
- Analyzed techniques to identify data sources for business process improvements.

LE TAX & INSURANCE, Philadelphia, PA January 2014 – March 2014

IT Support Assistant

- Determined program objectives and specification methods by testing software compatibility with existing hardware and programs.
- Provided user and project level technical support to financial staff and documented common issues, with proposed changes, to improve system performance.