

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2016

Major: Management Information Systems

GPA: 3.22

Selected Courses:

Information Systems in Organizations

Macroeconomic Principles

Business Communications

Microeconomic Principles

Legal Environment of Business

Managerial Accounting

EXPERIENCE: Temple University Computer Services, Philadelphia PA August 2012 - Present

Consultant, Computer Services Help Desk

- Provide software based computer support for students and faculty of Temple University, assisting approximately 2-6 clients per hour.
- Manage three entry-level student workers, mainly managing quality control
- Assisted in the creation of a Help Desk Student Workers Manual

OfficeMax, Fairless Hills, PA

June 2012 - Present

Sales Associate, Electronics

- Facilitate sales of both office supplies and electronics to over 300 customers daily.
- Mentor of all new electronics sales associates
- Recognized by District Manager as attentive, alert, and agile minded

SKILLS:

- Microsoft Word and PowerPoint
- Microsoft Security Certification