

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2017
Major: Management Information Systems

COURSES:

Data Analytics, Integrative Business Application, Digital Design and Innovation,
Enterprise IT Architecture, Excel for Business Application, Computers and
Applications

EXPERIENCE: National Multiple Sclerosis Society May 2016 – September 2016
Data Analysis Intern

- Responsible for updating weekly documents from a Luminate database which create data driven decisions.
- Work closely with the Development Team to ensure the proper coordination and analysis of event volunteer data.
- Use data and data tools to ensure to ensure that all events and programs have adequate and appropriate volunteer coverage by:
 - Sorting and organizing volunteer registration responses
 - Creating regular volunteer statistics prior to events
 - Performing post-event data analysis to inform future event decisions.
- Oversaw the collection and analysis of participant data at all out of office events.

KMLA Group, PC January 2017
Information Technology Intern

- Digitized all client documents, thus creating a total paperless environment.
- Use of Microsoft Office Suite for all digitization and communication.
- Generated consistency and organizational practices for future document management.

SKILLS:

- Microsoft Office Suite
- Android OS, iOS
- Web Development: WordPress, Adobe Dreamweaver, HTML5, CSS, PHP
- Software: MySQL, Justinmind Prototyping
- Database: Luminate, SQL