

Amiena Sannoh

community.mis.temple.edu/amienasannoh

Philadelphia | PA | 19122

amiena.sannoh@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2026
Major: Management Information Systems
Overall GPA: 3.42

SELECTED COURSES:

Digital Systems, Intro to Computer Programming, Computer Networking, Web Design – HTML, Statistics, Intro to Information Technology, Database Systems

INFORMATION SYSTEMS PROJECTS:

- Built a computer network closet through designing, purchasing, and setting up computers and networks.
- Create a two-story building with 100' by 100' with 12' ceilings consisting of 100 programmers for a successful working environment.
- Collaborated with a team of 4 to present network-building.

INFORMATION TECHNOLOGY SKILLS:

Software Development: Visual Studio, JavaScript, C++
Web Development: HTML, Brackets
Database Management: SQL
Project Management: Microsoft Office

EXPERIENCE: KEYSTONE VILLA, Fleetwood, PA August 2023 – present

Receptionist

- Provide customer service for a retirement community which serves 200+ families.
- Address clients via phone to resolve issues and provide information, leading to a 95% customer satisfaction rate based on annual reports.
- Collaborate with business team managers to coordinate and host community social events.
- Input data for financial records using Intuit QuickBooks and Microsoft Excel
- Complete clerical tasks to organize mail, deliver packages, and file confidential documents.

SKILLS & LANGUAGES:

- Mandingo - conversational