

## EDUCATION

**Temple University – Fox School of Business**, Philadelphia, PA

*Bachelor of Business Administration*

Graduation: May 2024

**Major:** Management Information Systems | **Minor:** Digital Marketing | **GPA:** 3.78

**Awards:** FSBM Endowed Scholarship, Temple University Scholarship, Fox Dean’s List: Fall 2021– Spring 2022

**Selected Courses:** Web Application Development, Data and Analytics, Risk Management, Business Communications

## EXPERIENCE

TEMPLE UNIVERSITY INFORMATION TECHNOLOGY SERVICES, Philadelphia, PA

January 2022 – Present

### *IT Student Worker*

- Assist university technology services with exploring, documenting, and implementing new digital experience platform
- Collaborate with university stakeholders to create and edit 39+ child sites using LifeRay platform
- Organize and document platform guidelines to streamline departmental usage
- Perform content audit and determine completion deadlines for software engineering team

COMMUNITY GROCER, Philadelphia, PA

January 2022 – Present

### *Brand Strategy / Project Management Intern*

- Manage event preparation and business development for non-profit startup focused on community nutritional assistance
- Communicate with 20+ organizations to facilitate donations and attendance for soft launch and community introduction
- Oversee execution of community event deliverables and delegate daily tasks to 8 interns
- Research supply options and collaborate with 100+ local farmers to establish food pricing and quantity
- Build and manage organization website using Squarespace; perform content audit and copywriting as needed
- Perform business analysis on various food packaging and preparation options

IRONISTIC, Alexandria, VA

June 2021 – Present

### *Development Intern, Design Team*

- Assist web development team to perform quality assurance on client websites for full-service marketing agency
- Review content and update 100+ client sites using WordPress CMS and FileZilla FTP software
- Collaborate with HR to organize and audit spreadsheets regarding employee badges, passwords, and client websites
- Assist sales department with business development, research and compile email database of potential clients
- Research 1000+ networking events and trade shows to garner potential clients for the new location opening in Colorado

## ACTIVITIES

**Community Outreach Chair**, Association of Information Systems

March 2022 – Present

**Member**, Delta Phi Epsilon

February 2021 – Present

**Membership Recruitment Chair**, Professional Sales Organization

August 2020 – Present

## SKILLS

**Administrative:** Microsoft Word, Excel, PowerPoint

**Web Development:** JavaScript, HTML, CSS, WordPress

**Database Management:** SQL, MongoDB