

Bessam Shaban

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2 Barn Owl Court | Phoenixville | PA | 19460 | 484-948-6901

EDUCATION

Temple University, Philadelphia, PA

GPA: 3.2

Major: Management Information Systems | Minor: Supply Chain Management

Anticipated Graduation: May 2024

Fox School of Business

SKILLS

Software: Microsoft Office, MySQL Workbench, NoSQL, MongoDB, Tableau Desktop, Visual Studio

Code: JavaScript, HTML, CSS, Python

Languages: Advanced in Arabic and Spanish / Native Proficiency in English

EXPERIENCE

HBL Development LLC., Philadelphia, PA

July 2016 – August 2021

Assistant Director of Operations

Summer Job

- Supervised the students move out repairs and made sure it was ready for new students to move in
- Generated invoices and payments for vendor and confirmed rents were received by due date
- Implemented maintenance issues, and ensured it was taken care of in a timely manner
- Advised apartment leasing at Temple University for student housing

NHA Development LLC., Philadelphia, PA (Sister Co.)

May 2018 – July 2021

Assistant Project Manager

Summer Job

- Interacted and negotiated with contractors and vendors
- Assured safety and quality as highest priority
- Assisted company owners into building new construction throughout Philadelphia city area
- Maintained daily scheduling in order to meet project deadline
- Generated daily reports to company owners and updated projects progress

Tropical Smoothie Cafe, Phoenixville, PA

August 2019 – October 2019

Shift Supervisor

- Promoted and increased sales through customer satisfaction
- Maintained target for weekly quota for franchise store
- Performed daily activity of directing staff flow, handling cash registers, making sure no shortage in supplies or funds collected
- Initiated and lead entire team to optimally perform common responsibilities and tasks
- Generated invoices and payments of customer

ACTIVITIES

President and Founder, Table Tennis Club

Member, Chess Club

September 2018 – May 2020

Attendee, Professional Sales Organization through Temple University

September 2020 – February 2021