

EDUCATION

TEMPLE UNIVERSITY –Honors Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2024

Major: Management Information Systems | **Minor:** Legal Studies | **GPA:** 3.41

Awards: Dean’s List Fall 2020, Spring 2021, Fall 2021

Selected Courses: Digital Systems, Data and Analytics, Website Applications, Cloud Architecture, User Experience Design, Lead global digital projects, web service programming

Programming Languages: Java, JavaScript, Python, HTML, C++

Software: Visual Studio Code, Visual Studio, Microsoft Office, AWS My SQL

ACTIVITIES

Member, Temple University Association for Information Systems

August 2022 – Present

Public Relations Chair, Delta Phi Epsilon Sorority

January 2023 – Present

Member, ASCEND

August 2021 – Present

PROJECTS

Application using Web APIs - Web applications

September 2022-December 2022

- Created a dynamic, web-based chart of API data with the ability to update new data without programmer intervention for top seven causes of death within New York City
- Utilized HTML, JavaScript, and CSS on Visual Studio

EXPERIENCE

EEOC, Philadelphia, PA

September 2023 – December 2023

Intake Intern

- Processed attorney referrals for the EEOC within ARC (agency records center), converting emails into formal complaints
- Organized and filed cases in ARC, ensuring accurate documentation of parties involved, allegations, and related details
- Collaborated with the intake department to finalize charges, conduct PCHP assessments, and contribute to effective communication between parties

SBDC CONNECT POSITION, Philadelphia, PA

March 2023 – December 2023

Website Developer

- Collaborated with multiple small business clients to help develop their websites utilizing tools such as Wix, WordPress, Square Space, and Shopify
- Created and redesigned professional small business clients to support client’s business objectives, products, and services
- Implemented Agile method within weekly scheduled meetings with clients to discuss business needs and website updates

7 GROUP, Reading, PA

November 2020 – August 2022

Consultant Intern

- Analyzed data for an environmental consultant company which specializes in LEED rating system and WELL certifications for architecture designs worldwide; Attended 30+ hours classes in WELL Certifications and LEED
- Conducted organization of data and managed 50+ financial accounts within Excel spreadsheets and timetables
- Tracked CO offsets for entire company to be reimbursed for donations of environmental projects

VOLUNTEER EXPERIENCE

STEPPINGSTONES SCHOOLS INC, Philadelphia, PA

September 2022 – December 2022

Community Learning Teaching Assistant for block coding

- Lead robotics club of children 6th-8th graders in preparation for annual robotics competitions
- Collaborated with fellow members to teach coding activities including exposure projects in STEM to students

SKILLS

Certifications: Google Analytics, JavaScript, SQL Programming, Figma, C++