

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2026

Major: Management Information Systems |

EXPERIENCE

Lincoln Investments, Intern

November 2022 – June 2023

- Successfully reorganized and streamlined company files, enhancing accessibility and efficiency of information retrieval.
- Authored a comprehensive handbook outlining company procedures and regulations, facilitating seamless onboarding for new hires and ensuring adherence to organizational standards.
- Demonstrated initiative and leadership by independently initiating and executing projects to improve operational processes within the company.
- Collaborated effectively with team members to implement changes, fostering a culture of continuous improvement and excellence in the workplace.

Upward bound, Tutor-Mentor

- Provided academic support and guidance to high school students from underprivileged backgrounds, assisting with homework assignments and offering personalized tutoring in various subjects to enhance academic performance.
- Implemented engaging educational activities and workshops during homework time, fostering a supportive learning environment and empowering students to develop strong study skills and critical thinking abilities.
- Facilitated extracurricular clubs such as art, debate, dance, and scholarship clubs, fostering personal development, creativity, and teamwork among students, while also providing opportunities for exploring diverse interests and talents.
- Demonstrated commitment to student success and college readiness by offering mentorship, guidance, and resources to help students navigate the college application process, including SAT/ACT preparation, essay writing assistance, and scholarship opportunities.

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Barista

- Proficiently managed customer orders in a fast-paced environment, demonstrating exceptional multitasking abilities to prepare and serve a variety of beverages including bubble tea, waffles, and specialty drinks.
- Maintained high standards of cleanliness and hygiene by routinely sanitizing workstations, equipment, and serving areas, ensuring compliance with health and safety regulations.
- Contributed to the overall cleanliness and organization of the establishment by diligently performing opening and closing duties, including sweeping, mopping, and trash removal, to create a welcoming and inviting atmosphere for customers.
- Collaborated effectively with team members to prioritize tasks and optimize workflow, fostering a positive work environment and delivering excellent customer service experiences.

SKILLS

Software: Microsoft Office