

# Clarissa Simms

<https://community.mis.temple.edu/csimms/>

---

Philadelphia | PA | 19121

clarissa.simms@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2025**  
**Major: Management Information Systems**  
Overall GPA: 3.1, Major GPA: 3.1

SELECTED COURSES:  
Digital Systems, Marketing Management, Data Analytics

ACTIVITIES AND AWARDS:

- Member, DEI Chair, Formal Chair, VP of Programs Assistant Delta Zeta Sorority INC, 2022 – present
- Member, TU Fashion Business

INFORMATION SYSTEMS PROJECTS:

- Analyzed requirements and created real estate database management system to track property locations, vacancies, rent payments, payroll, and maintenance requests.

INFORMATION TECHNOLOGY SKILLS:

Software Development: Visual Studio Code  
Web Development: HTML, Salesforce  
Project Management: Microsoft Project, Microsoft Office

EXPERIENCE: University Tees, Philadelphia, PA December 2023- Present  
**Campus Manager**

- Worked with a large customer base at Temple University to develop interpersonal and communication skills.
- Coordinating with different organizations to gather customer needs and creating sample pieces to their liking.
- Collaborated with the design team to create a likeness that the customer would approve for their organization.
- Accessed and utilized a large database of information for suppliers and different organizations by-laws for regulations for clothing designs.

Bar Bombon, Philadelphia, PA May 2023- Present  
**Server and Event Planner**

- Provided customer service for a small Latin-inspired vegan restaurant by serving customers plant-based meals and vegan cocktails.
- Gained greater communication skills by providing stellar care and speaking to guests on a day-to-day basis.
- Coordinated events with the business owner for summer patio-parties and working with local distributors.

SKILLS & LANGUAGES:

- Spanish – Certified Translator (Seal of Biliteracy recipient of 2021)
- First Aid/CPR certified, Spring 2021 (High School)