

Darien M. Bandison

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2023

Major: Management Information Systems | **GPA:** 3.87

Awards: Dean's List: Spring 2021

Selected Courses: Introduction to Digital Systems, Web Application Development, Data and Analytics, Financial Accounting

ACTIVITIES

Member, DKA Professional Cinema Society

September 2019 – September 2020

TECHNICAL SKILLS

Web Development:

HTML

Database Management:

SQL

Project Management:

Microsoft Excel, Microsoft Office

EXPERIENCE

TEMPLE UNIVERSITY, Philadelphia, PA

August 2021 – Present

Office Support, Student Center Operations

- Respond to incoming inquiries from the public and students by answering 10 to 20 emails and phone calls per shift related to operations around the building and throughout a university of over 25,000 students.
- Redirect visitors and walk-ins to appropriate personnel and other departments throughout the university
- Approve flyers to be hung around the building and accept packages for various departments and students.

THE TJX COMPANIES, INC, Doylestown, PA

May 2021 – September 2021

Sales Floor Associate,

- Provided customer service in a retail setting by answering questions about store merchandise, hours of operation and policies.
- Maintained an organized sales floor to improve shopping experience.
- Monitored the fitting room and kept a log of all persons who entered.

SKILLS

Certifications: Google Analytics for Beginners