

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA
Bachelor of Business Administration
Major: Management Information Systems| Minor: Accounting

Graduation: Sept 2024

Bucks County Community College – Newtown, Pa
Business Administration Management of Technology Candidate
Major: Information Technology Management (ITM)
Dean’s List: Fall 2020 – Spring 2022

May 2020 - Sept 2022

ACTIVITIES

AIS Member, Temple AIS

Aug 2022 – Current

TECHNICAL SKILLS

Analysis: Visio, Rational & Google Analytics
Software Development: Visual Studio, Java, Python
Web Development: HTML & Dream Weaver
Project Management: All Microsoft Office

EXPERIENCE

Abington Reldan Metals, Fairless Hills, PA
Accounting Clerk:

April 2021 – Current

- Entering debits and credits into software applications and databases accurately
- Using software services such as Microsoft, Excel, Nav, etc.
- Speak with clients overseas regarding exchange accounts
- Dealing with logistics
- Responsible for payables, purchasing invoices
- Month End Reporting

SKILLS

Certifications: Google Analytics, Microsoft Excel, Foundations of Leadership 1 & Foundations of Leadership 2