

# Dominick N. Peake

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## EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: May 2021**

**Major: Management Information Systems | Minor: Management Consulting**

GPA: 3.43 | Dean's List, Fall 2017 | Fox Future Leaders Program

## ACTIVITIES & AWARDS:

Lead Member, Fox Dean's Student Advisory Council, May 2018 - Present

Vice President, Athletes Helping Athletes Collegiate Chapter, May 2018 - Present

Member, Athletes Helping Athletes Collegiate Chapter, 2017 - 2018

Member, Association for Information Systems, August 2018 - Present

President, Principal's Advisory Council, 2015 - 2017

President, Pennsbury Athletes Helping Athletes 2015 - 2017

The U.S. President's Volunteer Service Award, Points of Light, 2015

## IT SKILLS & LANGUAGES:

Data Analytics: R, R Studio

Application Development: HTML, CSS, JavaScript, Node.js, Justinmind

Database Management: MySQL, SQL, Salesforce, Microsoft Access

Microsoft: Azure, Excel, Word, PowerPoint, OneNote, Outlook

Languages: Spanish (Basic)

## EXPERIENCE:

FOX SCHOOL OF BUSINESS AND MANAGEMENT, Philadelphia, PA November 2018 - Present

### **Project Administrator, Fox School Strategic Planning Task Force**

- Collaborate on an elite committee determined to implement cultural, structural, and functional change throughout students, administration, faculty, and staff of about 11,000 in the Fox School of Business
- Served as Undergraduate Representative for 5 months before being requested to become the Project Administrator and work closely with Director of Strategic Planning and Dean's Office to supervise all members, Steering Committee, and project deadlines and deliverables
- Developed an organization flowchart for all ~1,000 faculty, staff, and administration of the Fox School of Business as well as PowerPoint Presentations that were presented to Temple University's Board of Trustees and the Fox School's Board of Visitors

FOX SCHOOL OF BUSINESS AND MANAGEMENT, Philadelphia, PA May 2018 - Present

### **Fox Leadership Development Program Student Director, Undergraduate Programs**

- Administer outreach to all 7,000 Fox undergraduate students through Temple University's learning management system, training seminars, office hours, convocation speaking engagements, email, and social media marketing strategies
- Design and implemented new API technology between two platforms to increase efficiency of approval and provide all students with easier-to-use experience
- Coordinate expansion projects with 3 other leadership offices throughout Temple University
- Represent program at the Annual Dean's Advisory Council in front of over 30 CEO's

TEMPLE UNIVERSITY, Philadelphia, PA

February 2018 - Present

### **Owl Coordinator, Office of Undergraduate Admissions**

- Lead up to five weekly tours of 10-50 prospective undergraduate students while executing exceptional customer service and interpersonal communication skills
- Oversee equipment setup and take down, as well as co-worker positions, on event days serving 2,000+ prospective student and families of Temple University
- Fulfill over 15 administrative duties including email list enrollment and outreach for two offices