

Diana Perdomo

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Major: Management Information Systems |

Graduation: Month 2023

EXPERIENCE

Temple University- Information Technology Services

Student Worker

2019-

- Assisted in facilitating institution wide migration to OneDrive
- Built and configured systems for Linux and Windows machines
- Assisted with the hiring process of a new student worker

Collaborative Solutions for Communities

Finance Department Intern

2019

- Assisted in the Finance department
- Worked closely with the senior accountant to work on account auditing
- Answered phone and directed clients, while also assisting with summer events

Duke Ellington

Museum Educator

2015 –2019

- Just Out The Window, Duke Ellington School of the Arts, 2018 - Anacostia Community Museum
- Amazing Gaze 2.0, Duke Ellington School of the Arts, 2018
- Installer, Digital Photographer
- We Made It, Duke Ellington School of the Arts, 2018

Sitar Center

Camp Counselor / Receptionist

2015 - 2017

- Assisted teacher with summer camp students
- Organized summer field trips
- Organized summer musical
- Directed patrons

SKILLS

Software: Microsoft Word, Excel, PowerPoint, Linux

Languages: Native Proficiency in Spanish