

ELIZABETH AGRAVANTE

community.mis.temple.edu/eagravante

1 Miniver Court | Mount Laurel | NJ | 08054

856.524.5539 | elizabeth.agravante@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
MAJOR: Accounting | MINOR: Management Information Systems
GPA: 3.75 | Dean's List: Fall 2011-present

ACTIVITIES AND AWARDS:

- Professional Development Chair of Alpha Epsilon Phi Sorority, Phi Theta Chapter
- Member of Association for Information Systems
- Candidate for Beta Alpha Psi
- 2nd and 3rd Place NJ DECA Regionals 2011 - Accounting Applications
- 1st Place NJ FBLA Regionals 2011 - Business Calculations
- 3rd Place NJ FBLA Regionals 2010 - Accounting 2

EXPERIENCE: PLAZA PIZZA, Philadelphia, PA October, 2012 - Present
Counter Clerk, Cashier

- Provided customer service in person and via telephone to over 500 customers during a 6-hour period at a fast-food restaurant on an urban college campus.
- Processed cash and credit payments and reconciled cash registers each evening.
- Replenished supplies/condiments at zoned serving stations and assisted in opening/closing operations.

TEMPLE UNIVERSITY LAW LIBRARY, Philadelphia, PA March 2012 – Present
Computer Lab Consultant

- Provided technical assistance to faculty and students in a computer lab with 20 PCs, 4 printers, 2 scanners, a copier and a fax machine.
- Operated and monitored laptop rental system and associated paperwork.
- Replenished supplies for all machines including paper and ink cartridges.

PHH MORTGAGE, Mount Laurel, NJ May 2012 – August 2012
Intern, Closing Mortgage Electronic Registration Services Assistant

- Audited an average of 500-800 mortgage documents daily.
- Input customer and mortgage loan information onto online and company databases.
- Utilized Microsoft Excel to review and format spreadsheets.

SKILLS & LANGUAGES:

- Proficient with Microsoft Word, Excel and PowerPoint
- Exposure to Adobe Photoshop, SAP, and Dreamweaver
- Databases: MERS, Fidelity, Commander, CASH
- Filipino dialect, Bikol - conversant
- Spanish - conversant