

Everett Coleman
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Summary

Tenacious and adaptable Management Information student with years of customer relations experience. Recognized by supervisor for being reliable and task-oriented. Is very resourceful and a problem-solver who goes to great lengths to achieve the intended outcome. Great at listening and implementing new approaches.

Education

Temple University

Expected Spring 2027

Bachelor of Arts Degree in Management Information Systems
Relevant Coursework: Python, Java, Economics, Statistics

Community College of Philadelphia

Fall 2022 - Fall 2023

Associate of Science Degree in Computer Information Systems
Relevant Coursework: Computer Information Systems 103, 105, 106, 150, 259

Technical Skills

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- Preparing for Network certification
 - Microsoft Word, Excel, and PowerPoint, Canva
 - Programming with Python
 - Programming with Java
 - Eclipse IDE
 - Visual Studio Code
 - Troubleshooting
 - Very knowledgeable and familiar with technology and UI

Work Experience

Panda Express

Philadelphia, PA

Cook

July 2023- Present

- Responsible for continuously cooking 20+ entrees per shift
- Handwashing dishes
- Thorough deep cleaning and maintenance of clean kitchen.
- Prepping vegetables in large quantities
- Attention to detail with every action.

- Delegating tasks and controlling flow of team

Jomon Japanese Barbecue

Host and Server
2023

Philadelphia, PA
December 2022 – October

- Greeted customers daily and solved issues effortlessly.
- Took customer's concerns and created solutions.
- Charming personality led to comfortable environment for customers.
- Managed servers and seated customers to them.

Cafe Clover

Manager, Barista, Cashier, Dishwasher
August 2024

Philadelphia, PA
August 2021 –

- Greeted approximately 40 customers and input customer orders using POS system.
- Prepared drinks, sandwiches, and baked goods including espresso beverages.
- Washed dishes for both front and back of the house.
- Managed new employees as well as trained them.

Philadelphia Plant Service

Freelance Landscaper

Philadelphia, PA
April 2019 - Present

- Quotes landscaping prices for clients based on square footage and cost of materials.
- Provides clients with landscaping services including but not limited to grass cutting, wood chopping, removing weeds, yard cleanup, raking leaves and bagging.

Awards

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- Pell Grant Recipient
 - Current GPA is 3.8
 - Octavius Catto Scholarship Recipient, Philadelphia, PA
 - Dean's list student Fall 2022 and Spring 2023
 - IT program for the School District of Philadelphia competition 4th place