

Emily R. Gindele

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2021
Major: Management Information Systems GPA: 3.67 |

ACTIVITIES:

Member, Assoc. for Information Systems	Volunteer, Special Olympics Athlete, Crew
President, Best Buddies	Executive, NAZ-A-THON (HS)
Volunteer, Coding Club	Captain, Athlete, Basketball (HS)
Volunteer, Javascript Class	Volunteer, Babysitting (Special Needs)
Volunteer, Philabundance	Teacher Assistant, M.I.S Department, Temple University

EXPERIENCE:

Defense Logistics Agency, Philadelphia, PA May 2019 – Present
Acquisition Intern, Contracting and Strategic Sourcing Team

- Evaluated customer technical requirements and identified key essential characteristics for procurement of complex hardware.
- Prepared solicitation documents and evaluated submissions.
- Used cost and pricing analytical tools to assess proposals and make recommendation for awarding contracts.

PEI-Genesis, Philadelphia, PA May 2018 – July 2018
Global Operations Intern, Analytics Team

- Collected pricing and technical data from suppliers and converted it to company standards to report to upper management
- Developed and documented data into ERP acquisition systems and databases including ASW. Produced trend reports
- Created macros and programs including pivot tables to make systems less time consuming and more efficient for buyers

Neshaminy Beer and Soda, Bensalem PA June 2017 – Present
Cashier

- Perform inventory reviews and verify invoices
- Receive payment by cash, check, credit cards, or debit cards from customers
- Reconcile cash drawers including safe and lottery drawer to make sure it is balanced between bills and change

Flynn O' Hara, Philadelphia PA August 2013 – August 2016
Sales Associate

- Aided young customers to find a uniform that would fit properly
- Managed to keep showroom clean and visually appealing at all times

SKILLS:

- Proficient in programming concepts, user interfaces, database management systems including mySQL
- Strong communication, time management, and mathematical skills
- Trained and proficient in Microsoft office including Excel, PowerPoint, Access, and Word

AWARDS:

- Defense Logistics Agency: Director's Strategic Goals Award

