

Emily C. Greene

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Lansdale / Pennsylvania / 267-370-0188

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Science in Management Information Systems

Graduation: May 2025

Major: Management Information Systems

Awards: Temple University Scholarship, Dean's List: Fall 2021 – Spring 2022

ACTIVITIES

3rd Annual No Limits Leadership Women in Tech Experience, The Main Line Chamber of Commerce.

Presented at The Quorum at Drexel University

October 2022

Member, Temple University's Association for Information Systems

September 2023-Present

EXPERIENCE

TEMPLE UNIVERSITY, Philadelphia, Pennsylvania

August 2022 – Present

Sports Club Supervisor, Campus Recreation

- Monitor practices for Temple University's thirty-one club sports teams at Temple's numerous sports facilities
- Record team attendance and assure start and end times of practice are being followed
- Compile accident and incident reports when necessary

LANSDALE BOROUGH, Lansdale, Pennsylvania

May – August 2023

Summer Intern

- Aided in records recall management in the Borough's record room while following the Pennsylvania Municipal Records Manual
- Collaborated with the finance department on the upcoming budgeting tool utilizing Caselle Advantage
- Researched grants for records management for keeping both hard and digital copies

RED LOBSTER, Lansdale, Pennsylvania

April 2019 – Present

Hostess

- Greet incoming guests, track and communicate accurate wait times, and guide guests to seating
- Organize server's sections via a POS system consisting of over almost 100 tables

WHITES ROAD POOL, Lansdale, Pennsylvania

May 2017 – September 2020

Front Desk Attendant, Lansdale Borough Parks and Recreation

- Greeted and checked in 50+ members and guests
- Processed payments for both swim lessons and every day transactions of guests and reconciled receipts

SKILLS

CPR Certified, American Red Cross, January 2023

Project Management: Microsoft Suites

Programming Languages: SQL and JavaScript

Software Knowledge: Salesforce and Vertabelo