

# 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

**Mentee**, Temple University’s Institute for Business and Information Technology Fall 2023

## 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 ensure start and end times of practice are being followed
- Compile accident and incident reports when necessary

LANSDALE BOROUGH, Lansdale, Pennsylvania

May – August 2024

*Summer Intern*

- Managed the apartment license creation process
- Quality controlled Borough electric utility account data and service applications via Caselle Advantage
- Utilized Montgomery County property records map to associate property address with tax parcel identification
- Interacted with Borough residents regarding applications, bill payments, and notifications via in person, letter, and email

*Summer Intern*

May-August 2023

- 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 budgeting tool
- Researched grants for records management for keeping both hard and digital copies

RED LOBSTER, Lansdale, Pennsylvania

April 2019 – March 2024

*Hostess*

- Greeted guests; tracked and communicated accurate wait times; and guided guests to seating
- Organized server’s sections via a POS system consisting of a hundred tables

## SKILLS

Programming Languages: SQL and JavaScript

Software Knowledge: Salesforce, Vertabelo, MySQL Workbench, Visual Studio Code, and Microsoft Suites

CPR Certified, American Red Cross, January 2023