

EDUCATION

TEMPLE UNIVERSITY- Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2024

Major: Management Information Systems

Minor: Accounting

Selected Courses: Financial and Managerial Accounting, Digital Systems, Web Application and Development, Data and Analytics, Cloud Architecture, Lead Global Digital Projects, User Experience

ACTIVITIES**Member**, Association for Information System (AIS)

August 2021 - Present

Member, Philadelphia Institute for Certified Public Accountant (PICPA)

January 2018 - Present

TECHNICAL SKILLS

- Software Development: Visual Studio, Python, Salesforce
- Web Development: HTML, CSS, JavaScript, WordPress
- Database Management: SQL, NoSQL, MySQL, MongoDB, AWS
- Project Management: Microsoft Office

EXPERIENCE

NFC AMENITY, LLC, Philadelphia, PA

September 2022 - Present

Concierge

- Refer residents' questions, issues, and concerns to right management personnel
- Develop daily shift reports using Microsoft Word listing all interactions with guests, delivery personnel, contractors, and residents
- Perform door check to monitor all doors, locks, and keypads
- Maintain building cleanliness and organize all amenities every shift to be ready for walk-in prospects
- Interact with prospects and walk-ins and gather contact information for leasing manager

NFC AMENITY, LLC, Philadelphia, PA

March 2020 - August 2022

On-Site Concierge Director

- Managed and compiled all documents to one binder
- Mentored new employees for preparation and interviewed applicants to filter and identify additional employees
- Formulated new concierge manual and procedures for every building to establish guidelines and protocols
- Reviewed and corrected employees' timesheet through ADP Workforce to fix missing punch ins and outs
- Supervised 15 employees with changes to procedure and assignments

CONNECTED CONCIERGE, Philadelphia, PA

May 2018 - February 2020

Lead Concierge

- Coordinated team with the Director and Area Director regarding work related questions and concerns
- Served as a bridge between residents and building property and maintenance managers using Outlook with issues and concerns
- Recorded building activities using Microsoft Word including food deliveries, visitors, packages, and groceries
- Created and updated Excel for building's parking and storage spaces
- Monitored Avigilon Camera System to secure safety of residents and guests within building's radius

CERTIFICATION & LANGUAGES**Language:** Basic Native Proficiency in Tagalog**Certifications:** AWS Academy Cloud Foundation, Google Analytics (Beginner), WordPress 5 Essential Training and Learning Genesis for WordPress, jQuery Essential Training, Learning SQL Programming