

EMMA DELVECCHIO

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: Fall 2025
Major: Management Information Systems, Risk Management and Insurance
Overall GPA: 3.5

SELECTED COURSES:
Data & Analytics, Web Application & Design, Introduction to Information Systems

ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2024 – present
- Member, Gamma Iota Sigma for Risk Management and Insurance, 2024- present
- Founder's Scholarship, 2021-present

INFORMATION TECHNOLOGY SKILLS:

Analysis:	Visible Analyst
Software Development:	Visual Studio.NET and Java
Web Development:	HTML, ASP, Microsoft FrontPage
Database Management:	Microsoft Access, SQL, PL/SQL
Project Management:	Microsoft Project, Microsoft Office

EXPERIENCE: ARMY RESERVE OFFICERS' TRAINING CORPS, Philadelphia, PA September 2023
– Present

Cadet

- Introduce new cadets to Army training requirements and prepare them for the end of the semester ACFT
- Coordinate physical training exercise at the battalion level weekly, including running routes, stamina training, and mobility exercises
- Command physical training interns with the proper execution of physical training and delegate tasks and responsibilities

THE GINSBURG LAW FIRM, Flourtown, PA June 2021- September 2023

Legal Assistant

- Communicate with clients regarding status of their cases following a slip and fall or motor vehicle accident for a small law firm
- Coordinate with insurance companies, ensuring essential documents are received in a timely manner to produce packages for lawsuits

SKILLS & LANGUAGES:

- Spanish - conversational
- First Aid/CPR certified, Spring 2021