

ERIC MOON

North Wales | PA | 267-945-2280 | ericmoon318@temple.edu

EDUCATION

Temple University – Philadelphia, PA
Bachelor of Business Administration
Major: Risk Management | Minor: MIS | 3.1

May 2028

High School Diploma
North Penn High School – Lansdale, PA
Graduated: June 2024

EXTRACURRICULAR ACTIVITIES

Member , Temple AIS	February 2026 - Present
Member , Temple ESA	September 2025 - Present
Volunteer , Vice President Youth Group Church	June 2021 – June 2024
Volunteer , Senior Care Facility	June 2021 - August 2021
Volunteer , Tiger Kicks Summer Camp	June 2022 - July 2022

WORK EXPERIENCE

Temple University – Philadelphia, PA
Student Technology Assistant
August/2025 – Present

- Provide technical support to students and faculty by troubleshooting hardware, software, and connectivity issues
- Support classroom technology by preparing devices and resolving real-time technical problems
- Maintain equipment inventory to ensure availability of instructional technology

- Collaborate with faculty and staff to enhance learning experiences through effective use of educational technology

Ocean State Job Lot – Montgomeryville, PA

Sales Associate

December/2024 – July/2025

- Delivered customer service and sales support in a high-volume retail environment
- Assisted customers with purchases, product inquiries, and rewards program enrollment
- Maintained accurate cash drawer and processed transactions efficiently
- Managed inventory levels and ensured organized checkout areas

Wasabi Sushi – North Wales, PA

Restaurant Team Member

January/2024 – June/2024

- Delivered customer service and supported kitchen operations in a fast-paced restaurant environment
- Assisted kitchen operations by maintaining sanitation standards and preparing food items
- Operated kitchen equipment safely and efficiently
- Resolved customer concerns professionally and courteously

Office Depot – Lansdale, PA

Retail Associate

February/2022 –August/2022

- Delivered customer service and retail support in a national office supply store
- Assisted customers with purchases, returns, and product recommendations
- Operated cash register for cash and credit transactions with high accuracy
- Restocked, organized, and displayed merchandise to support store operations
- Supported promotional activities and maintained front-lane organization

SKILLS

- Technical troubleshooting (hardware and software)
- Microsoft Office (Excel, Word, PowerPoint)
- Inventory management
- POS systems
- Languages: Native proficiency in English and Korean

PROFESSIONAL SUMMARY

MIS major at Temple University with experience in technical support, customer service, and problem-solving in fast-paced environments. Skilled in troubleshooting technology issues, assisting users, managing inventory, and working collaboratively with teams. Seeking internship opportunities in finance, business, or operations.