

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2020
Major: Management of Information Systems

EXPERIENCE: TEMPLE UNIVERSITY HOSPITAL, Philadelphia, Pa October 2018 - Present
TUP Operations, Operations Manager Assistant

- Utilize Excel to scrub large reports for only useful and properly inputted data
- Assist in the incorporation of a new telecommunication system in 20+ departments throughout the hospital
- Analyze daily and monthly reports dealing with discharge patients, information requests, number of patient visits and schedules
- Run daily patient call reports for the patient reminder call center

TEMPLE UNIVERSITY HOSPITAL, Philadelphia, Pa August 2016 - Present
TUP Operations Employee

- Communicate with 200+ patients a day in various departments throughout the hospital
- Remind patients about appointment times and locations
- Cancel and reschedule appointments for patients
- Deliver mail to 20+ departments throughout the hospital
- Take inventory for various departments throughout the office

FREDDY'S FROZEN CUSTARD, Broomall, Pa April 2014 - August 2016
Supervisor/Trainer

- Supervised employees to ensure work was being done properly and all food safety codes were met
- Trained new employees at every position in the store
- Led a team of 10+ workers in the kitchen both making food and taking orders
- Dealt directly with customers if issues arose
- Opened and closed the store and ensured all food safety codes were met and everything was properly stored

SKILLS & LANGUAGES:

- Proficient in Microsoft Office i.e. Excel, Word, PowerPoint
- Proficient in AutoCad
- Basic knowledge of SolidWorks
- Basic knowledge of HTML and CSS