

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2021

Major: Management Information Systems

GPA: 3.96 | Dean's List, Fall 2017 – Spring 2018

Selected Courses:

Marketing Management

Data Analytics

Financial Accounting

Information Systems in Organizations

Data Centric App Development

Managerial Accounting

ACTIVITIES:

Alpha Epsilon Phi Sorority, February 2018 – present

Association for Information Systems, January 2018 – present

EXPERIENCE:

KLEIN COLLEGE OF MEDIA & COMMUNICATIONS, Temple University, Philadelphia, PA

Technical Support Student Worker

September 2018 – present

- Maintain inventory management across university's hardware and technical equipment
- Provide desktop and classroom support for faculty and staff for workstations, printers, networking, and peripherals
- Administer technical support for Macintosh & Windows computers, and mobile devices, including iPads, iPhones, Androids, and tablets
- Install, remove, and upgrade various hardware and software

LIFETIME ATHLETIC, Fort Washington, PA

Pool Deck Attendant

May 2018 – present

- Scan pool deck for cleanliness issues and remove trash on a regular basis
- Assist the Bistro with food delivery during peak times
- Collaborate with Operations team to obtain appropriate supply levels
- Demonstrate ability to deliver customer service while handling multiple priorities
- Report suspicious or inappropriate behaviors
- Manage check-in process to ensure tracking via wristbands

RITA'S WATER ICE, Philadelphia, PA

Cashier and Server

March 2016 – September 2017

- Provided customer service to hundreds of customers daily
- Handled cash and credit transactions and audited register daily
- Trained new employees on proper protocol and procedure
- Conducted inventory count at end of each night ensuring ample supply of products
- Cleaned store at night and set up store in morning

SKILLS & LANGUAGES:

- Microsoft Office (Advanced)
- HTML, CSS, JavaScript (Intermediate)
- CPR Certified, Spring 2018