

Tanzima B. Hassan

Philadelphia | PA | hassantanzima@gmail.com

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

May 2026

Major: Management Information Systems

AWARDS

Awards: Deans list at The Community College of Philadelphian 2023 - 2024

TECHNICAL SKILLS

Software Programs:

- Microsoft Power Point, Word, Excel, Outlook
- Google Docs, Sheets, Slides, Forms
- Canva

EXPERIENCE

- Care Core Home, Philadelphia, PA February 2020– Present
Caretaker
 - Delivered daily personal care to elderly and disabled clients in home settings for a private healthcare provider supporting aging-in-place services across the Philadelphia area.
 - Assisted with hygiene, mobility, meals, and medication reminders, improving clients' quality of life and independence.
 - Collaborated with nurses and therapists to ensure seamless, coordinated care and timely health updates.
- Don Giovanni's, Philadelphia, PA October 2020 – December 2024
Manager
 - Oversaw day-to-day operations at a family-owned, full-service restaurant serving 150+ guests daily, employing 15 team members in the local hospitality industry.
 - Reconciled daily sales and cash drawers, improving financial accuracy and reducing register discrepancies by 95% through strict oversight.
 - Boosted monthly sales by 20% through staff retraining, improved customer engagement, and targeted local promotions.
- CVS Health, Philadelphia, PA. April 2021 – November 2021
Pharmacy Technician:
 - Supported pharmacy operations at a high-volume CVS retail location serving 300+ patients daily, part of a \$300B national healthcare company.
 - Processed over 350 prescriptions daily with 99% accuracy, maintaining compliance and resolving insurance issues efficiently.
 - Contributed to maintaining a 4.8-star customer satisfaction rating through consistent service and attention to detail.
- Harpers Garden, Philadelphia, PA May 2024 – September 2024
Server:
 - Delivered attentive, high-quality dining service in a bustling Philadelphia restaurant serving 200+ guests daily in the local hospitality industry.
 - Increased customer satisfaction scores by 25% through personalized service and effective upselling during peak service hours.
 - Coordinated with kitchen and front-of-house staff to improve service flow, reduce order errors, and enhance table turnover time

CERTIFICATIONS

- Microsoft Office 365 December 2021
- Adobe May 2019

LANGUAGES

Bengali