

# Michael Buckley

community.mis.temple.edu/hbuckley

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2000 N Broad Street | Philadelphia | PA | 19121 Cumulative GPA Average: 3.32

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Expected Graduation: May 2023**  
**Major: Management Information Systems**  
Overall GPA: 3.17

XAVIER UNIVERSITY, College Of Arts and Sciences, Cincinnati, Ohio  
**Bachelor of Arts, Attended 2019-2020**  
**Major: Computer Science**  
Overall GPA: 3.46

## SELECTED COURSES:

Digital Systems

## ACTIVITIES AND AWARDS:

- Deans List: 2020

## INFORMATION SYSTEMS PROJECTS:

- Analyzed and Organized sales records in Salesforce to help organize raw data
- Received a certificate in Google Analytics

## INFORMATION TECHNOLOGY SKILLS:

Software Experience: Microsoft Office

EXPERIENCE: Ocean City Van Driver, Ocean City, NJ Summers 2016-2020  
**Supervisor**

- Intermittently supervised groups of people through various issues.
- Engaged with customers to effectively enforce city rules and regulations.
- Brought in cash for deposit with zero discrepancies.
- Coordinated efficient routes to avoid delays and optimize schedules.

Grocery & Liquor Cashier January 2018 - May 2019

### **Customer Service**

- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers.
- Processed POS transactions, including checks, cash, and credit purchases or refunds.
- Worked closely with Coordinators to solve problems and handle customer concerns.
- Checked identification for proof-of-age and refusing alcohol and tobacco sales to underage customers.

## SKILLS & LANGUAGES:

- English - Fluent
- Customer Service
- Hardware Installation
- Software Installation