

Ian P. Spear

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EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2026

Major: Management Information Systems | Minor: Finance | GPA: 3.35

ACTIVITIES

Member, Temple University Association for Information Systems August 2023 – Present

Member, Temple University Association for Computing Machinery September 2022 – Present

TECHNICAL SKILLS

Software Development:

JavaScript, Visual Studio Code

Web Development:

HTML, CSS, WordPress, Microsoft Frontpage

Database Management:

Microsoft Access

Project Management:

Microsoft Office, Notion

PROJECTS

Automated Timesheet and PTO Management System

IRCO COMMUNITY FCU, Phillipsburg, New Jersey

April 2022 – August 2022

- Independently led the conceptualization and development of an Automated Timesheet and PTO Management System. Responsible for the design, coding, and implementation of the system, which efficiently automated timesheet submissions and managed paid time off requests. Ensured full adherence to federal privacy regulations (Bank Secrecy Act and NCUA guidelines) to safeguard sensitive employee data.
- Integrated JavaScript and VSTO functionalities within the .NET framework to create a seamless and user-friendly interface for employees to submit timesheets and PTO requests.
- Conducted rigorous testing and debugging to ensure accurate data synchronization and reliable performance. Worked iteratively to fine-tune the system, addressing any bugs or glitches that arose.
- Successfully deployed the Automated Timesheet and PTO Management System, providing comprehensive training to employees and HR personnel on its usage. The system greatly expedited timesheet processing and PTO management while upholding strict data privacy standards.

EXPERIENCE

IRCO COMMUNITY FCU, Phillipsburg, New Jersey

May 2021 – August 2023

Teller/ Customer Service Representative, Savings

- Spearheaded efficient and member-focused daily banking operations within the IRCO Community, serving the Lehigh Valley Metropolitan community and surrounding areas with a strong commitment to financial inclusivity and personalized services.

- Processed a high volume of diverse financial transactions including deposits, withdrawals, and loan payments, ensuring meticulous accuracy and compliance with regulatory standards.
- Played a pivotal role in enhancing customer satisfaction by actively listening to inquiries, addressing concerns, and providing clear and concise explanations of complex banking products, fostering positive member relationships.
- Recognized for consistently meeting and exceeding individual targets, promoting credit union products such as savings accounts, certificates of deposit, and credit cards, thus contributing to the institution's growth trajectory.

SKILLS

Certifications: Microsoft Office Specialist: Word, Microsoft Office Specialist: Excel,
Pennsylvania Notary Public Commission