Isabella M. Steinbrecher

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EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA
Bachelor of Business Administration
Graduation: May 2025
Major: Management Information Systems (MIS) | GPA: 3.52

ACTIVITIES

Recruitment Officer, *Alpha Epsilon Phi Sorority*

January 2023 – Present

Fundraising Committee Member, *Sharsheret* January 2023 – Present
Special Events Coordinator, *Temple Main Campus Program Board* February 2022 – January 2023

EXPERIENCE

MID-ATLANTIC RETINA, Langhorne, PA May 2023 - Present
System Administrator

- Provided technical support for doctors and technicians in a medical setting
- Assisted with help-desk duties, such as updating employee data and walking users through problem-solving processes on calls
- Installed and practiced troubleshooting of devices, such as desktop and laptop computers

TEMPLE UNIVERSITY, Philadelphia, PA January 2023 – May 2023
Student Center Attendant

- Informed visitors from the student community about the assorted services within the student center, including the Reel Cinema, Food Court, and Game Room
- Utilized point-of-sale systems to track and charge customers for use of Game Room equipment
- Attended mandatory meetings, trainings, events, and complete in-service curriculum requirements

ADVENTURE AQUARIUM, Camden, NJ November 2021 – August 2022
Guest Services Associate

- Provided resolutions to complaints and guidance to customers in the aquarium, which had a yearly attendance of 600,000
- Compiled information regarding rotating exhibitions within the aquarium, as well as promotional events
- Upsold the general admission tickets to all-inclusive annual passes and other partner tickets

KILLER PHOTO OPERATIONS, Philadelphia, PA March 2019 - Present
Photography Assistant

- Captured and sold visual content for attendees at media conventions, such as Comic-Con, with clients averaging 5,000 for each event
- Processed photography using various digital and printed methods in a fast-paced environment
- Advertised the photographic services that was provided to new audiences through social media platforms, such as Facebook

SKILLS

Software: Microsoft Word, Excel, PowerPoint, JavaScript, Python