

Jake Wilding

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EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2025

Major: Management Information Systems | **GPA:** 3.71

Selected Courses: Digital Systems, Digital Marketing, Statistical Business Analytics, Data and Analytics, Web Application Development, Business Communications

BUCKS COUNTY COMMUNITY COLLEGE – Newtown, PA

Associate of Arts

Graduation: May 2023

Concentration: Business Administration | **GPA:** 3.37

ACTIVITIES

Member, Association of Information Systems

September 2023 – Current

Player, Men's Ultimate Frisbee Club

September 2023 – Current

TECHNICAL SKILLS

Project Management: Microsoft Office, Salesforce

Web Development: JavaScript, HTML, CSS

EXPERIENCE

TEMPLE UNIVERSITY, Philadelphia, PA

International Teaching Assistant

January 2024 – Current

- Schedule appointments to tutor students on course concepts as needed for a section of the Digital Systems course at Temple University
- Coach students that are coding in JavaScript, HTML, and CSS towards the correct syntax
- Review 50+ student homework submissions per week
- Proctor 100+ students during exams
- Answer student emails promptly every day

RITE AID, Pipersville, PA

Assistant Store Manager of Operations

April 2022 – November 2022

- Managed store operations of a retail drugstore with a revenue of \$35,000 per week
- Interviewed 5 potential job candidates and made hiring recommendations to the store manager
- Trained 15+ new employees and conducted annual performance reviews to track progress
- Tracked store inventory and replenished hundreds of products weekly according to demand to keep the store well-stocked
- Developed good relationships with 10+ vendors to promote sales growth

Shift Supervisor

January 2020 – April 2022

- Oversaw 10+ staff in executing business procedures for a local store of a regional pharmacy chain
- Instructed associates how to identify and correct safety concerns to prevent injuries to staff and guests every month
- Reconciled 5 registers and in-store safe every shift
- Informed customers of the rewards program details and answered related questions
- Implemented store opening and closing systems to ensure that the safe and entrances were secure every shift

Cashier

September 2017 – January 2020

- Initiated prompt customer service in a fast-paced, high-volume pharmacy
- Handled cash and credit transactions serving 90+ customers per shift
- Stocked sales floor in order of highest to lowest selling categories