

# James Richard Carpenter

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## EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration* Graduation: May 2025  
Major: Management Information Systems  
Awards: Philadelphia Philanthropic Society Scholarship  
Selected Courses: Digital Systems, Financial Management, Operations Management, Business society and Ethics, Business Communications

COMMUNITY COLLEGE OF PHILADELPHIA, Philadelphia, PA  
*Associate in Arts* Graduation: May 2023  
Major: Business – General; GPA: 3.7

## EXPERIENCE

Walnut Lane Golf Club, Philadelphia, PA May 2023 – Current  
*Shop Associate*

- Provide customer service regarding equipment, merchandise and handle monetary transactions at a public golf course.
- Promote and explain benefits of club memberships and assist with sign-ups, renewals and maintaining accurate lessons.
- Ranger entire course and ensure safety of patrons as well as preservation of course.

ELECTRICAL WIZARDS, Philadelphia, PA February 2021 – July 2021  
*Electrician Assistant /Apprentice*

- Assisted in the installation of the electrical system, wiring outlets, switches and fixtures.
- Identified problems in electrical system and fixed issues in accordance with safety protocols and electrical codes.
- Repaired equipment in existing homes such as fuses, light sockets, bulbs, outlet, and switches using hand tools.

ARBUTUS LANDSCAPING, Philadelphia, PA June 2017-August 2019  
*Landscaper/Co-owner*

- Handled business operations in residential communities by assessing customer needs, making landscaping recommendations, and scheduling lawn service care.
- Marketed business to surrounding areas through word-of mouth marketing to ensure success.
- Created service fees, collected payment and managed inventory of materials.

BASKETBALL INSTRUCTION, Media, PA Summers, 2015, 2016  
*Instructor/Coach*

- Instructed children ages 6 -14 in basketball skills, sportsmanship and techniques.
- Assessed, instructed and evaluated performance by conducting repeat drills and interactive play.

## SKILLS

**Software:** Microsoft office applications

**Languages:** Spanish (conversational)