

Jason M. Solomon

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2024

Major: Management Information Systems | GPA: 3.00

Selected Courses: Intro to Risk Management, Lead Global Digital Projects

ACTIVITIES

Treasurer, Temple Roundnet

May 2023 - Present

Student Training & Reward System (STARS) Coordinator, Black Student Union

May 2023 - Present

Temple Student Government (TSG) Representative, Black Student Union

May 2023 - Present

Member, Association for Information Systems

Sep. 2021 - Present

TECHNICAL SKILLS

Software: SAP, Microsoft Remote Desktop

Cloud Computing: Amazon Web Services (AWS)

Project Management: Microsoft Office, Agile Methodology, Scrum

Data Analysis: Data Normalization, Data Cleaning, Data Enrichment, Data Correction

PROJECTS

Equifax Term Loader, Prince George's County Office of OHRM

December 2023 – January 2024

- Verified the consistency of confidential employee information between 2 SAP infotypes (datasets) to ensure 10,000+ records matched within SAP to ensure payroll could successfully execute
- Exported both infotypes to Excel and primarily utilized a VLOOKUP() function to match records from both infotypes to ensure employee information was consistent
- Corrected 361 employee records that didn't have consistent data between both infotypes

EXPERIENCE

PRINCE GEORGE'S COUNTY OHRM, Upper Marlboro, MD

December 2023 – January 2024

Human Resources Assistant, Office of Human Resources Management (OHRM)

- Utilized SAP and a Human Capital Management software to analyze confidential employee data
- Analyzed raw data from SAP in Excel for data cleaning, enrichment, normalization, and replication
- Compiled detailed reports explaining how data was systematically arranged and structured in Excel

IT Project Coordinator Intern, Summer Youth Enrichment Program (SYEP)

July 2023 – August 2023

- Completed 6 human resources projects that involve payroll, employee data, and daily operations within the human resources department for the county government
- Developed Excel macros to efficiently replicate and highlight key payroll data exported from SAP for reoccurring pay periods
- Assisted with onboarding 40+ employees contributing to the upload of essential documents into a Human Capital Management software

TEMPLE UNIVERSITY, Philadelphia, PA

February 2023 – June 2023

Student Worker, Information Technology Services: Client Services

- Managed a ticketing system to resolve 50+ IT help desk service requests for a large organization
- Collaborated with coworkers to resolve complex service requests involving niche software complications
- Troubleshoot and resolved various issues involving the command line, computer setups, software configurations, and routine technical complications