

# Jennifer Le

1121 E Oxford St, Philadelphia, PA 19125  
(484) 624-7813 | j.le@temple.edu

## EDUCATION

---

### Temple University

Expected Graduation: May 2024

Major: Finance and Management Information System

Overall GPA: 3.44

Awards: AP Scholar Award

## WORK EXPERIENCES

---

### Airgas

Conshohocken, Pennsylvania

*Finance Intern*

*June 2022 – August 2022*

- Research financial statements, earnings report, and calls to familiarize with competitors and contribute to quarterly competitor analysis report
- Self-taught Power BI to create dynamic dashboard of daily sales outstanding to improve efficiency of visualizing data and updating on monthly basis
- Improved and applied Excel/Google Sheet skills to organize and analyze larger data sets

### MOD Pizza

Easton, Pennsylvania

*Crew Member*

*January 2021 - July 2021*

- Provided customer service to 100+ customers daily at large fast-casual pizza restaurant
- Communicated with customers on menu to ensure efficient delivery of customized order
- Performed opening and closing procedures to prepare stations for next shift
- Prioritized food safety and quality by sanitizing work area and customer tables

## EXTRACURRICULAR ACTIVITIES

---

### National Honor Society

Northampton, Pennsylvania

*Treasurer*

*August 2019 – June 2019*

- Maintained budget of an organization made up of over 100 members by recording cash inflow and outflow
- Contributed in weekly meetings to communicate with other e-board members to ensure efficient operation within the club
- Assisted staff by giving support in multiple events and maintaining event to run smoothly

### French Club

Northampton, Pennsylvania

*Secretary and Vice President*

*August 2017 – June 2020*

- Collaborated with e-board members in weekly meeting to create innovative ideas for club meetings and recorded minutes for meetings
- Organized member's data and maintained member's forms and dues
- Communicated between members and board to satisfy needs

### Library Club

Northampton, Pennsylvania

*Vice President*

*August 2019 – June 2020*

- Executed multiple events for up to a 50-student organization
- Attended weekly meetings to discuss club operations and suggest event ideas
- Improved operations by thoroughly reviewing details and communicating with staff and members

## SKILLS AND INTERESTS

---

- **Skills:** Excel, Google Sheet, Power BI, SQL, Microsoft Word
- **Languages:** English (Fluent), Vietnamese (Intermediate)
- **Organizations/Volunteer Work:** Temple Finance Association, Association of Information Systems, Volunteer Club, Vietnamese Eucharistic Youth Group