

Jordan Faunce | <https://community.mis.temple.edu/jfaunce/>
1932 Cologne Ave, Mays Landing | NJ | 08330 | 609-442-4879 | jordancfaunce@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2022
Major: Management Information Systems | Minor: Finance
GPA: 3.67 | Dean's List: Fall 2020

RELATED COURSES:

Financial Accounting, Information Systems in Organizations, Macroeconomics,
Microeconomics, Business Statistics, Marketing Management, Data Science

TECHNOLOGY SKILLS:

Programming: JavaScript, HTML, CSS	Data: Tableau, Google Analytics
Customer Management: Salesforce	MS Suite: Excel, Teams, SharePoint

AWARDS:

- ❖ Temple University Merit-Based Scholarships, Spring 2020-Present
- ❖ Bina and Rahul Merchant Endowed Scholarship, Fall 2020
- ❖ Ron and Ronda Riddell Endowed Scholarship, Spring 2021

EXPERIENCE:

AmerCareRoyal, LLC. Exton, PA

September 2020 – November 2020

Information Technology Intern

- Worked directly with the CIO and a small group of analysts to help relieve administrative and organizational workload in IT department's finances for a disposable product manufacturer
- Functioned as the point of contact between IT and over 80 vendors: correspondence ranging from payment information to clerical matters
- Managed the IT Outlook, Microsoft Teams channel, SharePoint, and Excel spreadsheets for tracking payments, letters, and statements of work
- Cross referenced all IT bank statements and accounts against invoices received, then sent to corresponding internal department for processing each week (Accounts Payable/Receivable)

Travel for Teens, LLC. Wayne, PA

June 2019 – April 2020

Sales and Marketing Intern

- Logged more than 1,000 customers into Salesforce to create personalized profiles and evaluate metrics related to acquisition, retention, conversion for an international traveling agency
- Coordinated between airlines, traveling agencies, and booking agents to ensure any travel related matters ran efficiently
- Collaborated with team members to find multiple solutions for a variety of service-related concerns; clerical and technical

Staples Inc. Mays Landing, NJ

November 2016 – July 2018

Lead Technology Sales Associate

- Conducted customer service in-store by resolving issues with customers' computers through standardized technical solutions with hardware *and* software
- Increased gross sales in hardware by 6% for 2 weeks consecutively in 2017