

# Jie Gao

community.mis.temple.edu/jgao

Philadelphia | PA |

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**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2025*  
*Major: Management Information Systems*  
Overall GPA: 3.0

## SELECTED COURSES:

Data Analytics, Web Application Development, Digital Systems, Quantitative Methods for Business II, Microeconomics

## ACTIVITIES AND AWARDS:

- Member, Temple Men's Volleyball Club – 2021-present
- Member, Philadelphia Suns Non-Profit Organization
- Participated in over 50 for Asian American volleyball and basketball tournaments all over North America
- Performed traditional Chinese Lion dance for multiple businesses and events

## TECHNOLOGY SKILLS

Web Development: JavaScript, jQuery, HTML,

CSS Project Management: Microsoft Excel, Microsoft PowerPoint

Database Management: MySQL

## EXPERIENCE:

FED.

Restaurant Server

Philadelphia, PA  
September x – Dec x

- Delivered warm hospitable customer service through a personable demeanor, while maintaining a high standard of speed and efficiency
- Exemplified extensive menu knowledge by proficiently memorizing over 20 types of cocktails, enhancing dining experience for customers
- Implemented and oversaw organizational, communication strategies, and inventory management, resulting in enhanced workflow and seamless operations

Paris Baguette

Food and Beverage Cashier

Philadelphia, PA  
September 2019 -September 2021

- Mastered memorizing multiple pastries and drink recipes, contributing to efficient customer service and accurate orders

- Operated and maintained boba machines, blenders, steamers, and equipment with precision, ensuring seamless operations without disruptions
- Displayed adeptness at the register while fostering effective communication, exhibiting leadership skills, and maintaining impeccable organization

SKILLS & LANGUAGES:

- Intermediate in Chinese Mandarin and Fuzhounese