

# Joelle Kodor

Philadelphia, PA

community.mis.temple.edu/joellekodor

215.808.0303 / Joelle.kodor@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: January 2025**

**Major: Management Information Systems | GPA: 3.0**

## SELECTED COURSES:

Web Application Development, Data and Analytics, Statistical Business Analytics, Calculus 1, Calculus 2, Economics

## ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2023 – present
- Google Project Management: Professional Certificate

## INFORMATION TECHNOLOGY SKILLS:

Software Development:	Visual Studio Code, Canva
Web Development:	HTML, CSS, JavaScript
Database Management:	Microsoft Access, SQL
Project Management:	Microsoft Office

EXPERIENCE: WELLS FARGO, Newtown, PA

November 2022 – April 2023

### **Bank Teller**

- Managed daily teller transactions averaging 100 per day, including deposits, withdrawals, and account transfers, ensuring precision and optimal customer satisfaction
- Performed risk management tasks in accordance with established policies and procedures
- Analyzed customer inquiries to identify financial products and services that best meet their needs
- Conducted auditing and reconciliation of financial records, ensuring accuracy and completeness through meticulous review and documentation
- Provided exceptional customer service by greeting customers promptly and addressing their inquiries and concerns professionally and courteously.

A1 HOMECARE, Folsom, PA

December 2021- November 2022

### **Executive Assistant & Part-Time Direct Care Worker**

- Managed Excel database of patient information, ensuring information was accurate and timely
- Organized physical files in office to insure efficient workflow
- Organized employee appreciation with owner for over 100 employees
- Provide direct care, assistance, and support to elderly individuals who are unable to complete their own daily activities
- Transport and accompany patient to and from medical appointments
- Offer safety, companionship, and emotional support to patients through engaging in activities and conversations to improve their overall quality of life
- Coordinated with patient families to provide updates on the patient's condition and address needs

DR. TUZEL LABS, Philadelphia, PA

January 2022, May 2022

*Undergraduate Student Research Assistant, Temple University Bioengineering*

*Department*

- Collaborated with faculty and students to perform research on cellular biomechanics and transport, with a focus on human health
- Tracked project performance through data collected and analysis, and documented findings for future reference
- Demonstrated strong problem-solving and critical thinking skills in a laboratory setting
- Operated various equipment and hazardous chemicals for analysis while using proper safety precautions