

Jamie D. Rubin

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EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2025

Major: MIS | GPA: 3.67

Honors: University Honors Program, Fox Honors Program

Awards: Presidential Scholarship

Selected Courses: Digital Systems, Macroeconomic Principles, Statistics, Legal Environment of Business

ACTIVITIES

Small Group Leader, Delta Delta Delta

September 2022 – Present

Member, Temple Association of Information Systems

September 2022 – Present

PROJECTS

Feeding Sussex County Covid-19, GoFundMe

March 2020 – March 2021

- Co-founded fundraiser for local food pantry at the start of the Covid-19 pandemic
- Coordinated with food pantry, local newspapers, and local high school to spread awareness of fundraiser and raised \$10,000+
- Organized shopping list, purchased food, and delivered groceries to food pantry biweekly

EXPERIENCE

TOMAHAWK LAKE WATERPARK, Newton, NJ

May 2022 – August 2022

Snack Bar Supervisor

- Managed team of 5+ workers in concession stand services for regional water park
- Prepared and served grilled and fried foods to 200+ costumers daily, ensuring quality and consistency in all items
- Coordinated with senior management to discuss daily roles and responsibilities for all staff of the snack bar and related services

SUBWAY, Newton, NJ

June 2020 – March 2022

Sandwich Artist

- Assisted 50+ costumers daily in ordering process through answering questions and building their customized order at a multinational fast-food franchise
- Trained new employees on store procedures and expectations to maintain store policies
- Executed opening and closing procedures consistently following store operations checklist

SUSSEX DRIVING SCHOOL, Newton, NJ

October 2019 – March 2020

Front Desk Person

- Consulted with clients in-person and via phone call to schedule appointments and answer questions/concerns for regional driving school
- Proofread client paperwork and organized files in order to proceed with scheduling
- Maintained contact with clients by providing school calendar and informational emails

SKILLS

Software: Microsoft Word, Excel, PowerPoint

Languages: Basic Spanish

Certifications: Google Analytics, RAMP Training