

# Jamie D. Rubin

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## EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration*

Graduation: May 2025

Major: Management Information Systems | GPA: 3.67

Honors: University Honors Program, Fox Honors Program

Awards: Presidential Scholarship

Selected Courses: Digital Systems, Web Application Development, Data and Analytics, Statistical Business Analytics

## ACTIVITIES

**Small Group Leader**, Delta Delta Delta Sorority

September 2022 – Present

**Member**, Temple Association of Information Systems

September 2022 – Present

## PROJECTS

**HTML Project**, Web Application Development

January 2023 – January

2023

- Developed a website including navigation, images, and forms for an imaginary business using HTML and CSS
- Analyzed patterns in successful business website designs to elevate user experience

**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, resulting in over \$10,000 raised
- Coordinated with food pantry, local newspapers, and local high school to bolster statewide awareness of fundraiser
- Organized the biweekly purchase and delivery of groceries, providing food for approximately 3000 county residents

## EXPERIENCE

TEMPLE UNIVERSITY, Philadelphia, PA

January 2023 – Present

***Undergraduate Teacher's Assistant***

- Advise 85+ students on in-class and at-home assignments for Digital Systems, an introductory MIS course.
- Aid students with Salesforce, JavaScript, and study methods using group instruction and individual tutoring techniques
- Collaborate with professor and other teacher's assistant to successfully grade over 3500 assignments per semester

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 concessions 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+ customers daily in ordering process through answering questions and building their customized order at a multinational fast-food franchise
- Navigated and troubleshooted the Subway Partech POS system to efficiently process \$750 in transactions per shift
- Trained new employees on store procedures and expectations to maintain store policies
- Executed opening and closing procedures consistently following store operations checklist

## SKILLS

Software: Excel, PowerPoint, Visual Studio Code, HTML, Salesforce, JavaScript, MySQL Workbench, CSS

Languages: English (native), Spanish (basic)

Certifications: Google Analytics, RAMP Training