

KHALEEF WILLIAMS JR

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EDUCATION

Temple University, Fox School of Business – GPA: 3.40

Philadelphia, PA

Bachelor of Business Administration, Management Information Systems

May 2026

Honors/Awards: 4-Year Full Tuition Scholarship, Cecil B. Moore, Cecil B. Moore Scholars Program, 2022-2026

Affiliations: Association for Information Systems, Cecil B. Moore Scholars (CBMS),

EXPERIENCE

HEIGHTS PHILADELPHIA

Philadelphia, PA

Data, Tech & Project Management Intern

July 2023 – Present

- Collaborated with the Manager of Special Projects to execute, streamline, and enhance data initiatives, encompassing project implementation, organization, and accurate data entry across program applications, transcripts, and historical databases.
- Standardized Data Procedures and Multi-Platform Oversight: Implemented validation processes, standardized data entry, and managed data across various platforms including Excel, CHR, and Salesforce for accuracy, consistency, and efficiency.

THE GIANT COMPANY

Philadelphia, PA

Sales Associate

October 2022 – June 2023

- Actively engages with customers, ensuring accurate order processing and a positive experience.
- Guides customers through purchases, provides product information and maintains high satisfaction levels.
- Manages merchandise and supplies inventory, ordering and maintaining optimal stock levels for efficient operations.

Mobilize Green, John Heinz National Refuge

Philadelphia, PA

Environmental Conservation Intern

September 2020 – June 2022

- planned and hosted community events promoting environmental awareness and participation.
- Actively participated in on-site conservation efforts, including habitat restoration and maintenance.
- Took the lead in collaborative ecological research projects with team members.
- Collected and analyzed wildlife population and behavior data for conservation and policy recommendations.

LEADERSHIP AND INVOLVEMENT

Temple Allied Information Systems

- Participated in community block clean-up activities during AIS involvement.
- Attended speaker series events to gain insights into potential career paths.
- Enjoyed social gatherings and events with fellow MIS students to build connections.
- Had the opportunity to visit firms, collaborate with other student organizations (SPOs), and meet employers at special networking events.
- Engaged in technical development workshops, where I learned relevant beginner-level skills, including various coding programs and problem-solving techniques.

SKILLS & INTERESTS

- **Computer:** Tableau/Tableau Visualizations, JavaScript, Microsoft Office Applications, Ability to meet rigorous deadlines. Intermediate knowledge of Salesforce
- **Interests:** Sports: Golf, Basketball, Football. Weightlifting. Cinematography, Music & Art. Environmental conservation