

# Michael R. Agyeman

[michaelr.agyeman01@temple.edu](mailto:michaelr.agyeman01@temple.edu)

1100 W Montgomery Ave. | Philadelphia | PA | 19122 | 443-743-8609

---

## EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration*

**Graduation:** May 2026

**Major:** Management Information Systems

**Selected Courses:** Digital Systems; Microeconomic Principles; Macroeconomic Principles; Legal and Ethical Reasoning in Business

## ACTIVITIES

**Student Volunteer,** Hugs-Not-Hunger

August 2018 - Present

## EXPERIENCE

PEOPLE STAFF TECHNOLOGIES, Washington D.C

August 2023

*Intern,*

- Leveraged asset tracking software and specialized tools to meticulously oversee the whereabouts and flow of assets, effectively mitigating losses, validating their status, and closely monitoring their lifecycle
- Collaborated in a team of ten to conduct a comprehensive asset inventory review within the US Capitol, Senate Office Buildings, and Capitol Visitor Center
- Demonstrated exceptional organizational skills by compiling and presenting asset information in Excel spreadsheets, contributing to efficient asset tracking and management

LIVING SANS FRONTIERS, Windsor Mill, MD

September 2021 – March 2022

*Office Assistant,*

- Supported senior staff members by delivering comprehensive administrative assistance, encompassing phone call management, email correspondence, meeting scheduling, and office supplies maintenance.
- Proficiently created and edited a wide range of documents, including memos, reports, and presentations, using Microsoft Office Suite (Word, Excel, and PowerPoint)

VERSA INTEGRATED SOLUTIONS, Beltsville, MD

June 2021 – August 2022

*Summer Intern,*

- Designed a Visitor Sign-in Questionnaire App aimed at enhancing COVID tracing efforts and bolstering security protocols
- Collaborated closely with fellow interns to develop a comprehensive business plan, subsequently presenting it to the management team, gaining valuable insights into the intricacies of launching a business

## SKILLS

**Software:** Microsoft Word, Excel, PowerPoint, Google Drive, Outlook