

Marcelo Cedano

Marc.cedano@gmail.com

/ Telford / PA / 18969 267-382-9349

EDUCATION

Souderton Area High School

Graduation: June 2017

Montgomery County Community College, – Blue Bell, PA

Associate of Arts in Liberal Studies

Graduated: May 2022

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration in Management Information Systems

Graduation: May 2025

Major: Management Information Systems

Awards: Dean's List: Fall 2020 – Spring 2022

TECHNICAL SKILLS

Software Development: Course title: MIS (Currently learning Java)

Computer Skills: Hardware repair with PCs, experience with building PCs

Project Management: Course title: MIS (Currently learning Sales Force), Excel

Social Media: Designing new engaging weekly graphics for Instagram and Facebook

EXPERIENCE

Montgomery County Community College, Blue Bell, PA

May 2020 – May 2022

Student Worker, Career Services

- Lead student interaction at career service events
- Create social media posts and graphics for Career Services Social Media pages
- Utilize Excel to record new incoming job data for the weekly Hot Jobs Report Newsletter
- Attend Career Services events as a student ambassador and tracked attendance throughout
- Update Career Services How to Guides using Microsoft Publisher

The Home Depot, Souderton, PA

May 2018 – September 2022

Associate

- Assist customers with quotes on their home projects, make suggestions for best products to use specific to their project
- Unload merchandise and stock shelves when inventory runs low
- Certified in key duplication and help customers rekey doors
- Certified to utilize the ballymore

Pet Supplies Plus, Telford, PA (May 2016- October 2018)

Shelf Stocker

- Help customers by acquiring fish from fish tanks based off of the customers wants.
- Guided customers with pet care questions, made sure all of their questions and concerns were answered

SKILLS

Languages: Native Proficiency in Spanish