

# Melquiades M. Saringan

| [melquiades.saringan@temple.edu](mailto:melquiades.saringan@temple.edu) | Philadelphia, PA |

## EDUCATION

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**Temple University – Fox School of Business**

*Bachelor of Business Administration*

**Major:** Management Information Systems

Philadelphia, PA

Graduation: May 2026

**Montgomery County Community College**

*Associates in Sciences*

**Major:** Business Administration

Blue Bell, PA

Graduation: May 2024

## EXPERIENCE

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**Contractor Industries, Norristown, PA** | Site Manager

May 2022 – August 2024

- Led and managed multiple construction projects simultaneously, ensuring on-time completion and adherence to budget and quality standards
- Supervised construction sites and employees by conducting inspections on their workflow and safety on site.
- Acted as the primary point of contact for clients, addressing concerns, providing updates, and ensuring compliance with regulations and standards.

**LA Fitness, Collegeville, PA** | Staff Associate

May 2022 - April 2024

- Assisted with membership sales and renewals, processed handling phone calls, ensuring a smooth and efficient check-in process.
- Performed various administrative duties such as filing, data entry, and inventory management, contributing to the overall efficiency of the front office

**Uniqlo, King of Prussia, PA** | Sales Associate

May 2024 - August 2024

- Actively engaged with customers improving shopping experience, providing product information and contributing to the store's revenue goals
- Assisted with stocking, arranging, and organizing merchandise on the sales floor, ensuring products were visually appealing and accessible to customers

## SKILLS & INTERESTS

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**Technical Skills:** Fusion 360, Autodesk Inventor, C++, Excel, Tableau

**Interests:** Editing, Design, 3D- Modeling, Weightlifting, Music