

Michelle Mei

community.mis.temple.edu/michelleletomei

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelors of Business Administration, Anticipated Graduation: May 2024
Major: Management Information Systems
GPA: 3.92 | Dean's List, Fall 2020 – Present

CENTRAL HIGH SCHOOL, Philadelphia, PA
Bachelors of Arts, Graduated: June 2020
GPA: 3.9 | Distinguished Honors

COURSEWORK:

Data Science

ACTIVITIES:

Director of Finance, Ascend Leadership Organization, 2021 – Present
Member, Association of Information Systems (AIS), 2021 – Present

INFORMATION TECHNOLOGY SKILLS:

Web Development: HTML5, CSS, Javascript
Data Visualization: R, Tableau
Database Management: Microsoft Excel, Powerpoint, SQL, EHR

EXPERIENCE:

Central City Eyecare LLC

Philadelphia, PA

Medical Receptionist

April 2019 – Present

- Managed flow of 50+ patients per week, including scheduling appointments, collecting co-pays/deductibles, handling telephone inquiries, and communicating procedures
- Improved organization of medical records for over 2,000 patients on EHR Software
- Leveraged medical coding knowledge to process insurance claims
- Assisted doctors in ordering eyewear supply and new technologies for Optometry practice

QVC

Philadelphia, PA

Sales Associate (Seasonal)

March 2018

- Generated profits of upwards to \$10,000 from selling sought-after Hawaiian flowers for the Annual Philadelphia Flower Show
- Accessed customer needs, provided specific product knowledge/recommendations
- Worked with sales team to collaboratively reach targets, consistently exceeding personal quotas

SKILLS & LANGUAGES:

- First Aid/CPR/AED Certified (March 2018 – Present)
- Chinese (Fluent)
- Latin (Proficient)