**Mariam Kharazi** <https://community.mis.temple.edu/mkharazi/>

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: May 2023***

***Major: Management Information Systems*** | ***Minor: Business Analytics***

SELECTED COURSES:

Information Systems in Organization, Data Analytics

ACTIVITIES:

**Member**, Association for Information Systems (AIS), August 2019 – present

**Mentee**, AIS Mentorship Program, August 2019 – present

**Member**, Future Business Leaders of America, September 2014 – June 2019

**Member**, Model United Nations Club, September 2014 – June 2019

**Volunteered at Newtown Business Association**, September 2014 – June 2019

INFORMATION TECHNOLOGY SKILLS:

**Certified Google Project Management**

**Certified Google Data Analytics**

**Certified in Microsoft Office & Microsoft Excel**

**Advanced in Microsoft Word, PowerPoint, & Excel**

**Advanced in Quicken**

EXPERIENCE:

**River House at Odette, New Hope, PA** May 2021 - Current

Server

**3Wave Intern, King of Prussia, PA**  June 2021- July 2021

**59 Almshouse, Richboro, PA** January 2020-April 2021

Head Hostess

* Communicate with supervisors or management on any issue related to customers
* Handle all cases related to guest courteously and professionally
* Relate with clients when they arrive and when they are leaving

**2nd Street Pike Grill, Richboro, PA**  September 2014 – August 2019

Customer Service Associate/Server/Restaurant Manager

* Communicated, problem-solved customer complaints to promote customer loyalty
* Recruited and hired employees
* Created and updated Menus
* Processed numerous food orders per day

LANGUAGES:

* Russian - fluent