

Matthew McDevitt

Mccdy24@gmail.com • 709 Brooke Rd, Exton, PA 19341 • 484-550-5015

SUMMARY

Second Year MIS student at Temple University seeking an internship or part time position with a reputable organization that will foster learning and encourage growth.

EDUCATION

Temple University, Philadelphia, PA
Bachelor of Business Administration
Major: Management Information Systems, *GPA:* 3.51
Sept. 2021 – present; Expected Graduation Date – May 2024

West Chester University, West Chester, PA
Major: Undecided, *GPA:* 3.5
Sept. 2020 – May 2021

APPLICABLE COURSES & TRAINING

- Microsoft Excel
- Introduction to Digital Systems
- Computer Science I and II
- Cyber Risk, Insurance and Related Job Market Webinar

SKILLS

- Business software: MS Excel, Word, PowerPoint, Outlook
- Social Media: Twitter and Instagram

WORK EXPERIENCE

Spatola's Pizza, Downingtown, PA **Jun 2021 – present**
Title: Delivery Driver
Responsibilities: Deliver food products to customers, collect payments, perform customer service, and complete routine tasks.

Epicurean Garage, Chester Springs, PA **Jan 2020 – June 2021**
Title: Kitchen Assistant
Responsibilities: Clean kitchen, mop floors and perform various support tasks as assigned.

References Available Upon Request