Maria Millan

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA
Bachelor of Business Administration   **Graduation:** May 2024
Major: Management Information Systems | **GPA:** 3.43
Selected Courses: Data and Analytics, Web Application Development, User Experience Design, Cloud Architecture

TECHNICAL SKILLS

Web Development: HTML, JavaScript, CSS
Database Management: SQL
Project Management: Microsoft Word, Excel, PowerPoint

PROJECTS

Web Application Programming Interface, *Web Application Development*   February 2023 – May 2023
- Created charts with an Image Charts API and JavaScript to showcase demographic information within geographic locations pulled from a second API
- Designed a web page with buttons that retrieve the data set visualizations

EXPERIENCE

INDEPENDENCE BLUE CROSS, Philadelphia, PA   September 2018 – May 2019
Intern*, Human Resources*
- Provided administrative support for the Human Resources department of a health insurance company with over 10,000 employees
- Collaborated with 2 supervisors to recruit interns and employees through event planning and preparation
- Coordinated planning in-person and telephone meetings for department leadership team
- Researched industry trends to compile Excel sheets of applicant information for incoming interns and interviewees

PECO, Philadelphia, PA   October 2017 – May 2018
Intern*, Reliability*
- Analyzed data for a Philadelphia-area energy company which serves over 1 million electric customers
- Inspected reports of the summary of events to assess power outages and identify cause codes
- Compared outage cause code and description comments to confirm accuracy, improving performance

RADIAN, Philadelphia, PA   September 2016 – May 2017
Intern*, Enterprise Content Management*
- Managed data processing for a mortgage insurance company which offers specialty services related to mortgage, risk, and real estate
- Organized data and confidential documents to extract information for processing
- Masked data for test cycles and training to protect sensitive information
- Organized Excel spreadsheets to develop training lessons for operators

SKILLS

Languages: Basic Proficiency in French, Native Proficiency in Spanish
Certifications: Google Analytics for Beginners, Bloomberg Market Concepts