

Manali Mishra

manali.mishra@temple.edu

2412 Diane's Way | Warrington | PA | 18976 | 215-692-7040

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2024

Major: Management Information Systems | **GPA:** 3.53

Honors: University Honors Program, Fox Honors Program

Awards: Dean's Scholarship

Selected Courses: Honors Digital Systems, Honors Statistical Business Analytics, Excel for Business Applications, Data and Analytics

ACTIVITIES

Member, Association of Information Systems (AIS)

January 2021 – Present

Member, Business Honors Student Association

January 2021 – Present

Member, Temple Agni Dance Team

August 2020 – August 2021

EXPERIENCE

TEMPLE UNIVERSITY AIS, Philadelphia, PA

May 2021 – Present

Chair of Mentorship, Professional Development Department

- Foster a community between new and experienced Management Information Students for a Student Professional Organization
- Provide support to new members with building professional skills through facilitating completion of professional development deliverables biweekly
- Host AIS Mentorship Social event to collect information on members' professional interests to pair mentors and mentees with appropriate match

KUMON, Warrington, PA

February 2018 – August 2021

Assistant Manager

- Led student programs at a learning center specializing in math and reading support for preschool to 12th grade students
- Tutored over 150 students in math and reading, creating specialized plans and reports for students to monitor progress and ensure each concept was comprehended
- Promoted to Assistant Manager within 6 months due to exceptional attention to detail
- Maintained records through CMS Standard software, inputting grades and tracking students' progress
- Designed an organizational system for employees to sort graded assignments

SKILLS

Software: Microsoft Office

Languages: Native Proficiency in Hindi