

## **EDUCATION**

**Temple University – Fox School of Business**, Philadelphia, PA

*Bachelor of Business Administration*

Graduation: May 2024

**Major:** Management Information Systems

**Honors:** University Honors Program, Fox Honors Program

**Selected Courses:** Honors Management Information Systems, Data and Analytics, Web Application Development.

## **EXPERIENCE**

Aspire Staffing Group, Fort Washington, PA

June 2022 -December 2022

***Data and Sourcing Analyst Intern***

- Work on multiple projects weekly in support of two teams of recruiters as well as a sales and marketing team.
- Oversee mass imports and exports of data.
- Administrative role utilizing the company's Salesforce database to create reports and dashboards.
- Analyze data to find trends and patterns that can be utilized by recruiters and sales team.
- Train employees on how to make their data work for them, as well as streamline the process between data collection and utilization.

Marcum LLP (formerly McCarthy & Company), Blue Bell, PA June 2023-August 2023

***IT Intern***

- Worked with the Senior Business Applications manager to transition data from local servers to the cloud.
- Offered IT support services on low level tickets.
- Created steps for associates to follow when importing and exporting data out of new applications.
- Worked with several parts of the national IT department (engineering, business applications, support) in order to gain a wholistic understanding of the daily function of robust IT in the business world.

## **SKILLS**

- Microsoft Word, Excel, PowerPoint; Google Docs, Sheets, Slides, Mail
- Google Analytics Certified
- Basic level of understanding in HTML, CSS, JavaScript, SQL, and MySQL
- Customer Service, Problem Solving, Independent Work, Creativity, Attention to Detail, Teamwork, Communication

## **LANGUAGES**

- Conversational fluency in Spanish