

# Nathan Boakye

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810 Fairfax Road | Drexel Hill | PA | 19026 | 610-505-9911

## EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration*

**Graduation: May 2024**

Major: Management Information System

Selected Courses: Web Application Development, Data Analytics

Delaware County Community College – Media, Pa

*Associate of Science, Business Administration* | GPA 3.48

**Graduation: Dec 2021**

## EXPERIENCE

Target, Springfield, PA

**April 2021- Present**

***Team Member -Fulfillment***

- Greet and direct customers around retail store, adhering to sanitation standards and overseeing and managing the process of replenishing stocks
- Prepare up to 20 orders a shift for customer pick up
- Packaged up to 100 orders per shift for home delivery

The Quadrangle, Haverford, PA

**October 2019 - March 2021**

***Server***

- Performed duties as a server at a senior assisted living community
- Aided in transition from normal dining service to brand new delivery service due to the rise of COVID-19
- Delivered and prepared meals for up to 200 residents

Dairy Queen, Drexel Hill, PA

**February 2019 - June 2020**

***Shift Leader***

- Managed up to five staff members per shift at dessert shop serving an average of 450 customers daily.
- Performed cash register closing procedures, handling up to \$3,000 per shift.
- Ordered and organized the shipment of various products in the store

Chick-Fil-A, Springfield Park, PA

**March 2018 - March 2019**

***Team Member***

- Prepared up to 500 meals daily in chicken orientated fast food while maintaining sanitation standards
- Created a pleasant dining experience by greeting guests and promptly addressing customer issues.

## SKILLS

Software: Microsoft Word, Excel, PowerPoint, Salesforce, HTML, JavaScript, SQL, Python

Certifications: Microsoft Office Specialist