Ndozi Okolo

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Garnet Valley | PA | 19060 | 610-613-4043

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration   Graduation: May 2026

Major: Management Information Systems | GPA: 3.84

Awards: Temple University Academic Scholarship, Dean's List: Fall 2022/2023

Selected Courses: Cloud Architecture, Data & Analytics, Web App Development, Digital Systems, Business Comm, Microeconomic / Macroeconomic Principles, Stat Business Analytics

ACTIVITIES

Member, Association for Information Systems   September 2022 – Present

Member, National Honor Society   September 2021 – June 2022

Member, Future Business Leaders of America   September 2020 – June 2022

Captain, Garnet Valley Varsity Football   August 2018 – June 2022

TECHNICAL SKILLS

Web Development: Shopify, JavaScript, HTML, CSS, MySQL, Python, Tableau, AWS

Project Management: Microsoft Excel, Word, PowerPoint, OneNote, G Suite

EXPERIENCE

ARUM HEALTHCARE SERVICES, Lansdowne, PA

Program Associate   May 2023 – August 2023

- Organized HR system documentation for a mid-sized healthcare service with 250+ clients
- Assisted President and team with accounts receivable data for clients
- Restructured multi-year backlog of HR records for federal and state compliance

CARE TO LEARN CHILD DEVELOPMENT CENTER, Philadelphia, PA

Summer Program Counselor   June 2017 – August 2017

- Supervised over 30 children throughout each day for a large-sized daycare
- Collaborated with co-workers to assemble activities, games, and meals for the kids
- Interacted with children to build relationships and provide fun learning environments

SHIRT OFF MY BACK NONPROFIT, Santo Domingo, Dominican Republic

Volunteer   June 2016 - July 2016

- Coordinated with partners of a small nonprofit to provide essential clothing items for 50+ less fortunate families in the village
- Arranged days and times to visit the village throughout the week with members
- Collected portions of 20 full clothing bags to provide to each family separately

SKILLS

Languages: Basic Proficiency in Spanish

Software: Social Media (Facebook & Instagram Ads)