Ndozi Okolo

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Philadelphia | PA | 19122

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 Scholarship, Dean's List: Fall 2022, Fall 2023
Selected Courses: Cloud Architecture, Data & Analytics, Web App Development, Digital Systems, Business Communication, Microeconomics, Macroeconomics, 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

Software: Meta Ads Manager
Marketing: Social Media & Digital Marketing
Languages: Basic Proficiency in Spanish