

Joseph O'Rourke

Philadelphia, PA

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EDUCATION

Temple University, Fox School of Business

May 2028

Bachelor of Business Administration

Philadelphia, PA

Major: Management Information Systems

Major: Finance

- **GPA: 3.8/4.0** Dean's List
- **Major GPA: 4.0/4.0**
- Relevant Coursework: Digital Systems; Data and Analytics; Web App Development; Microeconomics, Macroeconomics; Financial and Managerial Accounting; Legal and Ethical Reasoning in Business

WORK EXPERIENCE

Charles Library

Dec 2024 – Present

Library Aide

Philadelphia, PA

- Utilizing Microsoft Excel to manage inventory, track book requests, and generating reports for operational improvements.
- Supporting library staff with data entry and organization of collections.
- Using the ASRS BookBot to manage and retrieve over 1.5 million volumes, improving user experience.
 - Executed a tour for Prince Edward, the Duke of Edinburgh, showcasing proficiency in public-speaking and knowledge of the system.

Casa Toro Mexican Grill

June 2023 – August 2024

Server Assistant

Coopersburg, PA

- Communicated with customers and kitchen staff to ensure accurate and timely food delivery.
- Resolved customer issues by responding to guest requests and anticipating their needs.
- Managed POS transactions and resolved customer issues effectively in a fast-paced work environment.

Crayola

May 2025 – August 2025

Production Worker

Bethlehem, PA

- Monitored machinery in operation to identify concerns and make corrections.
- Ensured all products satisfied standards for hazardous substances and product specifications.

INVOLVEMENT EXPERIENCE

Temple Men's Volleyball

August 2024 – Present

Secretary & Social Media Manager

Philadelphia, PA

- Created and managed forms to streamline data collection, tracked attendance for all team activities, and distributed meeting minutes and other essential communications as the team's Secretary.
- Managed and created content for social media platforms to promote Temple Men's Volleyball, increasing team visibility and engagement.

SKILLS & INTERESTS

- **Technologies:** Excel; Python (NumPy, Pandas); SQL; Java; HTML; CSS; Javascript
- **Skills:** Strategic Planning; Project Management; Adaptability; Punctuality; Problem Solving; Detail-Oriented
- **Interests:** Volleyball; Cooking; Reading; Chess; Playing LinkedIn Games; Programming