

# Olivia G. Taboada

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## EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration**

May 2027

Major: Management Information Systems | Minor: International Business | GPA: 3.79

## HONORS AND AWARDS

Awards: Founders Scholarship, Dean's List: Spring 2024

## EXTRACURRICULAR EXPERIENCE

**Vice President of Finance and Operations**, Alpha Xi Delta – Iota Chi

November 2024 – Present

**President of Operations**, Temple Model United Nations

October 2024- Present

**Mentee**, Institute for Business and Information Technology

August 2024 - Present

**Treasurer**, Temple Model United Nations

April 2024 – Present

## EXPERIENCE

Fox School Of Business, Philadelphia, PA

August 2024 - Present

**Information Technology Assistant**

- Supporting over 240 students by creating entry level Java coursework and proctoring midterm and final examinations.
- Created management system for professors to ensure academic honesty for over 240 students and examinations by logging student activity.
- Ensure students grasp course content by organizing office hours and fast communication times.
- Revise current coursework and examinations to prioritize student success and understanding of key data management concepts.

Fox School Of Business, Philadelphia, PA

May 2024 - Present

**Peer Advisor**

- Advise over 6,500 undergraduate students at the business school with their academic career and paths.
- Efficiently and effectively handle fast paced environment during high activity times.
- Coordinated and scheduled student advising appointments to ensure high turnaround time for students and advisors alike.
- Lead informative summer orientation sessions for first-year students to understand university registration systems and tools, fostering a welcoming environment.
- Deliver engaging presentations on professional development topics, including business ethics, career expectations, and networking.

Phillipsburg High School, Phillipsburg, NJ

August 2023 - Present

**Volunteer Speech and Debate Coach & Judge**

- Coach over 20 students by fostering a dynamic and productive learning environment to strengthen public speaking and argumentation skills.
- Advise students on skillset improvement and personal development strategies.
- Guided students in maximizing performance at competitive events through personalized coaching and preparation.

## CERTIFICATIONS

**HTML Essential Training**, LinkedIn Learning

April 2024

## SKILLS

Software: Microsoft Word, Excel, PowerPoint, OneNote, Teams, Java, JavaScript, Python