

First M. Last

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| Collingdale | PA | 19023 | 484 425 3561

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2024

Major: Management Information Systems |

TECHNICAL SKILLS

Software Development: *Java*

Web Development: *HTML*

Project Management: *Microsoft Office*

EXPERIENCE

Walmart Glenolden, PA

July 2021 – August 2021

Electronics Associate

- Consulted customers in selecting the best electronic equipment
- Tasked with providing information about products and promotions and answering inquiries.
- Performed sales and handled inventories

Appalachia Service Project, KY

2019

Team Member

- Assisted with demolition and home repairs
- Worked closely with the team project manager to organize and manage building equipment
- Mentored

SKILLS

Software: Excel, Microsoft Word, PowerPoint, Tableau, Adobe Lightroom, Adobe Photoshop, Python

Languages: Native Proficiency in English