

Padin L. Stein

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

September 2024

Majors: Finance & MIS | GPA: 3.58

HONORS AND AWARDS

Honors: Temple University Honors Program, Fox School Honors Program

Awards: Dean’s Scholarship, FSBM Endowed Scholarship, Dean’s List: Spring 2024

EXTRACURRICULAR EXPERIENCE

Volunteer Camp Aid, Briar Bush Nature Center

June 2019 – August 2019

EXPERIENCE

American Heritage Federal Credit Union, Philadelphia, PA

June 2021– August 2021

June 2022– August 2022

Facilities Maintenance Specialist

- Maintained buildings, campus grounds, and branch locations for the third largest credit union in Philadelphia, with more than 4 billion dollars in assets and over 300,000 members
- Prepared for events by setting up temporary facilities, cleaning grounds, and directing contractors
- Delivered mail, equipment, and other goods to branch locations

American Heritage Federal Credit Union, Philadelphia, PA

June 2023– August 2023

Accounting Intern

- Managed spreadsheets for accounts receivable and accounts payable at the third largest credit union in Philadelphia, with over 75 million dollars in revenue and 35 locations across the Philadelphia area
- Prepared tax forms for NCUA and IRS evaluation, ensuring compliance with federal regulations
- Tracked company card spending and investigated transactions that violated company policy

PA Office of the Budget– Bureau of Payable Services, Harrisburg, PA

May 2024– August 2024

MIS Intern

- Redesigned the intranet site used by the Bureau of Payable Services, part of the Pennsylvania state government under Governor Josh Shapiro’s administration
- Researched industry standards and best practices for UI design, webpage setup
- Served as project manager by laying out a framework for site pages, speaking with staff to gather requirements for pages, and providing timeframes for the completion and review of pages

PROJECT EXPERIENCE

Delaware Valley Packaging Company Optimization, HRM 1901.

September 2023 – November 2023

Team Member

- Formatted, designed, and presented a rebranding project for Delaware Valley Packaging Company. Project steps included industry research, website UI design, external user tests, and group collaboration and presentation

SKILLS

Software: Microsoft Word, Excel, PowerPoint, Sharepoint, Episys Symitar, SQL Workbench, HTML, and Javascript