

Padin L. Stein

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

January 2026

Majors: Finance & MIS | GPA: 3.64

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 completion and review

Philadelphia Board of Pensions & Retirement, Philadelphia, PA.

May 2025 – August 2025

Finance Intern

- Assisted in market research and decision making for a public pension fund with >9 billion dollars AUM

- Compared returns, volatility, and strategy across different public and private investment opportunities, to make critical decisions for the fund
- Redesigned and streamlined financial reporting systems including the quarterly Diversity AUM report, to ensure efficiency and transparency

CERTIFICATIONS

Global Business Professional Certificate (S. Korea), Temple University November 2023 [11/13/23]

SKILLS

Software: Word, Excel, PowerPoint, SharePoint, Episys Symitar, SQL, HTML, CSS, JavaScript, Python