Reya Islam

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EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration   Graduation: May 2024
Major: Management Information Systems
Awards: Temple Scholar Award
Selected Courses: Data and Analytics, Web Application Development, Statistical Business Analytics, Lead Global Digital Projects, Digital Systems, Macroeconomic Analysis

ACTIVITIES

Member, Association for Management Information Systems   September 2021 – Present
Member, Muslim Student Association   January 2021 – Present
Member, United Mission Relief   January 2021 – Present

EXPERIENCE

AMERCAREROYAL, Exton, PA   May 2022 – Present
Business Analyst Intern
- Support business operations and daily transaction processing for manufacturing company specializing in food service disposables
- Provide price verification for purchase orders using S2K; review vendor invoices and update data inputs to reflect accurate business transactions
- Collaborate with Solutions Architects and Business Analysts in determining operational efficiencies for various clients based on project parameters
- Verify third-party users payment processing by confirming invoice details and ensuring timely transactions

CVS PHARMACY, Philadelphia, PA   April 2021 – August 2021
Pharmacy Technician
- Performed customer service by providing 600+ patients daily with proper medications for a large health corporation that has 10k stores internationally
- Communicated with patients on insurance requirements, prescription history, and questions
- Completed CVS Pharmacy Technician Training Program to demonstrate knowledgeable quality to customers

PROJECT

Access Engineering, University of Pennsylvania   October 2019 – May 2020
- Explored the 5 engineering disciplines in semester long programs to pursue STEM education
- Completed hands-on introductory labs learning the fundamentals of computer science, electrical engineering, chemical engineering and mechanical engineering

SKILLS

Software: Microsoft Word, PowerPoint, Excel
Languages: Native proficiency in Bengali
Certification: Google Analytics for Beginners