

## SUMMARY

**Coursework:** Business, Economics, Money Management, Microsoft, Marketing

## Skills

- Proficient Communication Skills
- Excellent Time Management
- Multi-Tasking
- MS Office Suite (Word, Excel, Powerpoint)
- Objective Oriented
- Collaborative
- Sales Force

## EDUCATION/CERTIFICATIONS

**Temple University** (August 2023 - Attending)

1801 N Broad St, Philadelphia, PA 19122

**Expected Year of Graduation:** 2027

**Major:** Management Information Systems (MIS)

**Degree:** Bachelor of Business Administration

## EXPERIENCE

**Temple University**    **SalesForce** | January 2024 - February 2024

Created multiple projects using SalesForce technology based on E-Commerce, Investment Amount, Financial Projects/Reports, etc. Created multiple reports based on information provided, profiling them by entity/relationships diagrams. Data Modeling, Data Extraction for Reports, Used Visual Tools to build/manage a data model in a system.

Make business processes manageable and scalable through automation.

Used CRM (Customer Relationship Management) systems to track & ensure communication.

Understands the basics HTML & apps “talking among themselves” via APIs (Application Programming Interfaces).

## **Microsoft 365 Microsoft Office Suite | August 2023 - Current**

As a college student Microsoft Office is an essential skill required in my day-to-day academic life. All classes in college require assignments to be submitted using Microsoft itself, and additionally some professors may ask for assignments to be submitted in specific formatting. In turn, developing skills in Excel, with inputting data and acquiring additional knowledge of all the features Excel offers.

Additional Experience/Interests:

## **Temple University Association of Information System (AIS) | February 2024 – Current**

### **Ambassador Girl Scout Girl Scouts of the USA | February 2017 - Current**

As an Ambassador Girl Scout I gained critical skills such as management, planning, time- management. Selling, tracking, managing the amount of goods sold in order to support my troop. While instilling the same valuable skills into younger scouts as I was a mentor to them.

Created a marketing campaign to increase brand awareness for the Girl Scout Troop.

Used social media as a means to promote our troop.