

Shae M. Daly

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2024

Major: Management Information Systems

Selected Courses: Data Analytics, Web Application Development, Digital Systems, Quantitative Methods for Business II, Microeconomics, Human Resource Management

ACTIVITIES

Member, Association for Information Systems

January 2022 – Present

Member, Phi Sigma Sigma

February 2022 – Present

TECHNICAL SKILLS

Web Development:

JavaScript, jQuery, HTML, CSS

Project Management:

Microsoft Excel, Microsoft PowerPoint

Database Management:

MySQL

EXPERIENCE

Añejo, Philadelphia, PA

August 2021 – Present

Server

- Assist 50+ daily customers with their dining needs for a large upscale dining restaurant
- Enforce performance and service standards to maintain a consistent, high-quality experience necessary to raise customer satisfaction
- Promote new or high value food and beverages to maximize sales and demonstrate a deep knowledge of the menu
- Trained 4 employees since start date
- Passed all four menu tests and was promoted to lead server position

Synergy Employment Group, Lancaster, PA

November 2020 – August 2021

Recruiter

- Selected optimal employees for the 10 company affiliates, and recruited new candidates for a local recruiting agency
- Authorized candidates to work using E-Verify and filling out I9 forms
- Updated and maintained the database Ultra Staff with client and candidate info to identify trends and implement new strategies into recruitment during a pandemic

SKILLS

Languages: Intermediate Spanish

Certifications: E-Verify