

Sharbel Semaan

community.mis.temple.edu/ssemaan

2524 S. 20th st. | Philadelphia | PA | 19145
Tud16182@temple.edu

267.324.2391 |

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: Dec 2020
Major: Management Information Systems | Minor: N/A
Overall GPA: 3.75, Major GPA: 4.0 | Dean's List: Spring 2018

SELECTED COURSES:

Information Systems in Organizations

ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2018 – present

INFORMATION TECHNOLOGY SKILLS:

Project Management: Microsoft Project, Microsoft Office

EXPERIENCE: U.S. Naval Ocean Processing Facility, Oak Harbor WA 2013 – 2017
Full time- Sonar Technician Second Class/ Tactical Coordinator/ Divisional Career Counselor

- Detected, tracked and reported time critical acoustic cueing on over 75 threat Submarines to the Surtass Mission Commander and Theater Commanders for over 1000 hours of intel gathering.
- Trained 15 sailors in their qualifications for over 380 hours, which lead to an achievement of an above standards evaluation in 4 separate Pre-Deployment Certification.
- Administered the Career guidance of 18 sailors and 25 Career Development Boards, which led to the advancement in rank of all 18 sailors, Re-enlistment of 4 sailors and the smooth separations of 3.

Union League of Philadelphia, Philadelphia, PA

2011- 2013

Supervising Food Expeditor

- Managed the entry and service of all food orders, ensuring a cohesive transaction between the kitchen staff and serving staff for the best quality of service.
- Trained 10 new employees for over 400 hours on fine dining etiquette to ensure the customers received outstanding service which help lead to The Union League of Philadelphia being awarded #1 Private Social Club in the nation for two years in a row.

SKILLS & LANGUAGES:

- Arabic - Fluent
- DOD Secret Clearance