Sion Shimer

Philadelphia, PA

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PROFESSIONAL SUMMARY

Management Information Systems student with experience in data entry systems, SQL, Excel analytics, JavaScript, and Python. Strong background in data accuracy, documentation, and workflow support within fast-paced business environments. Seeking an internship in data analytics, IT, or business systems.

EDUCATION

Temple University, Fox School of Business   **Philadelphia, PA**

Bachelor of Business Administration in Management Information Systems   Expected May 2027

Major: Management Information Systems | GPA: 3.11

Activities: Association for Information Systems (AIS)

Relevant Coursework: Data & Analytics, Web Application Development, Legal & Ethical Reasoning in Business, Digital World in Everyday Life.

Hatboro-Horsham High School   **Horsham, PA**

High School Diploma   September, 2019 – June, 2023

Activities: Varsity Soccer & Quill and Scroll Honor Society

PROFESSIONAL EXPERIENCE

The Law Offices of Samuel Fishman   **Philadelphia, PA**

Data Entry/Paralegal   August, 2023 - Current

- Communicate with clients, insurance companies, and medical providers to gather required documentation.
- Enter case data, medical records, and client information with high accuracy.
- Perform frequent review of files to ensure all relevant information about our clients is present, as well as confirming all work processes are being completed properly.
- Draft and summarize witness statements that strengthened case documentation and contributed to favorable client outcomes.

Jersey Mike's Subs   **Horsham, PA**

Shift Leader   April, 2020 - August, 2023

- Trained new staff members on food prep, safety standards, and customer service procedures.
- Managed cash handling and register balancing at the end of the night as well as opening/closing tasks with consistent accuracy.
- Monitored inventory and restocked supplies to prevent shortages.
- Resolved customer concerns professionally to support repeat business and positive store reputation.

PROJECT EXPERIENCE

Microbit Final Lab Security System, Digital World & Everyday Life   February, 2025 - April, 2025

- Designed and built a security system using Microbit with sensor inputs and alert outputs.
- Programmed logic for intrusion detection and alarm activation.
- Documented functions with descriptive comments to explain logic and system interactions.

SKILLS

- Python
- Javascript
- Excel
- MySQL Workbench
- Prevail
- Microsoft Office

- Bitvise
- SQL
- Microbit Software
- Google Drive
- Anaconda Navigator
- Adobe Acrobat