

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/Legal Assistant

July, 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

Micro:bit 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 (functions & data analysis)
- Prevail
- Microsoft Office
- Bitwise (SSH client)
- SQL
- Micro:bit (embedded programming)
- Google Drive
- Adobe Acrobat