**TAYLOR L. TRENCH** community.mis.temple.edu/taylortrench

*600 Newlin Rd | Springfield | PA | 19064 610-755-1420 |* trench@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA ***Bachelor of Business Administration, Graduation: May 2022***

***Major: Management Information Systems***

GPA: 3.99 | Business Honors Program *|* University Honors Program

Dean’s List: Fall 2018 - Fall 2020

SELECTED COURSES:

Digital Systems, Data Analytics, Web Application Development, Cloud Architecture, User Experience Design, IT Governance, Lead Global Digital Projects

ACTIVITIES & AWARDS:

* Member, IT Auditing and Cyber Security Master’s Program, Spring 2020 - present
* Mentor, Association for Information Systems’ Mentorship Program, Fall 2019 - present
* Team Member, Enterprise Consulting Project, Spring 2019
* President’s Scholar Recipient, Temple University, Fall 2018 - present

INFORMATION SYSTEMS PROJECTS:

* Analyzed and cleaned Alexion Pharmaceuticals clinical trial data using Microsoft Excel and Tableau Prep and communicated findings using visualization techniques in Tableau Workbench.
* Assessed functionality and user experience for non-profit organization Heroic Gardens’ website; developed a new website with an intuitive donation, application, and volunteer system.
* Performed a comprehensive audit on Temple University’s Technology and Software usage policy by applying industry best practices; created risk assessment and recommendations.

INFORMATION TECHNOLOGY SKILLS:

 Data Analysis: RStudio, Tableau Workbench, Tableau Prep, Google Analytics

 Web Development: HTML, CSS, JavaScript, jQuery, Node.js, WordPress

 Database Management: MySQL Workbench, MongoDB, AWS

EXPERIENCE: TEMPLE UNIVERSITY, Philadelphia, PA Spring 2020 - present

**Coding Consultant, Management Information Systems Department**

* Serves as IT helpdesk for 400+ undergraduate students across 2 courses and 17 sections
* Facilitates and collaborates on the production of code through out of class instruction, promoting high performance on assessments
* Mastered CSS, HTML, JavaScript, and jQuery skills through hands-on teaching experience

TEMPLE UNIVERSITY, Philadelphia, PA January 2020 - May 2020

**Information Technology Assistant, Management Information Systems Department**

* Troubleshooted hardware and software issues for a class of 60 students, including technical issues with Microsoft Excel, Tableau Workbench, and Microsoft Desktop
* Evaluated students’ performance and created nuanced feedback to promote achievement
* Supported student learning through weekly one-on-one and group consultations

TEMPLE UNIVERSITY, Philadelphia, PA August 2019 - present

**Intern, Alumni Relations and Development Department**

* Conducts online research on alumni, including: LinkedIn research, donation tracking, and contact information on 500+ alumni
* Manages 50+ monthly contact reports using Blackbaud Fundraiser Performance Management
* Extensively uses Microsoft Excel to manage large sets of data and transform information into cohesive, understandable formats