

Harrisburg | PA | 17104 | 717-460-3538 | [E-Portfolio](#)

## EDUCATION

**TEMPLE UNIVERSITY – Fox School of Business**, Philadelphia, PA

*Bachelor of Business Administration*

Graduation: May 2024

Major: Management Information Systems | GPA: 3.69

Selected Courses: Data and Analytics, Lead Global Digital Projects, Web Application Development

**HARRISBURG AREA COMMUNITY COLLEGE – HACC**, Harrisburg, PA

*Associate of Science, Business Administration*

Graduation: December 2021

Major: Business Administration | GPA: 3.61

Awards: Dean's List: Fall 2019 – Spring 2021, Comcast Leaders and Achievers Award

Selected Courses: Software for Business, Principles of Management

## ACTIVITIES

*President, Phi Beta Lambda Business Club*

August 2020 – December 2021

*Member, Association for Information Systems*

August 2022-Present

## EXPERIENCE

PIEDMONT AIRLINES, Middletown, PA

May 2022 – August 2022

*Accounts Payable Specialist I*

- Reconciled multiple vendor statements and resolved accounting discrepancies for an American regional airline.
- Received, allocated, and inputted high volume invoices for multiple entities into company systems MXI and MAS 500.
- Verified checks to be submitted for payments on check runs.

NEXT DAY MARBLE, Harrisburg, PA

December 2021– April 2022

*Administrative Assistant*

- Provided support for daily operations to an office/showroom of a stone fabrication and installation company.
- Managed business books, calendars, emails and company files, and improved access of information among employees and partners.
- Standardized administrative processes among the Pennsylvania and Virginia locations.
- Hired and worked with agencies and freelancers to enhance and aid business operations. Worked closely with CPA to organize and maintain business accounts and QuickBooks.

## SKILLS

**Software:** JavaScript, HTML, Salesforce, Google Analytics, MySQL, Data Analytics, Agile Methodology, Project Management, QuickBooks, Maintenix, Sage 500 (MAS 500), Microsoft Office, Google Docs Editors, Office Administration, Accounts Payable.