

Zishan Sheikh

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Expected May 2029

Major: Management Information Systems | GPA:3.82

EXPERIENCE

Shirley Futch Plaza, East Stroudsburg, PA

June 2025 – July 2025

Maintenance Assistant

- Performed routine building maintenance tasks, including plumbing repairs, electrical fixes, painting, and minor carpentry to ensure a safe and comfortable living environment for residents
- Assisted with preventive maintenance on HVAC systems, appliances, doors/windows, and lighting to extend equipment life and reduce repair costs

Pocono Raceway, Long Pond, PA

July 2024 – July 2024

Parking Attendant

- Directed high-volume vehicle parking for major NASCAR events, optimizing lot layouts to maximize efficiency and reduce waiting times.
- Collaborated with team in assigned sections to coordinate safe, rapid ingress/egress under extended high-pressure shifts.
- Managed up to 16-hour shifts in fast-paced environments, ensuring smooth operations and attendee safety during large-scale races.

St. Luke's Hospital, Monroe Campus, Stroudsburg, PA

September 2023 – December 2023

Patient Advocate

- Restocked all patient rooms and maintained cleanliness by emptying linen baskets.
- Worked closely with nurses and patient care assistants to answer calls, assist patients, and ensure the safety of patients and staff.

YMCA, Pocono Family, Stroudsburg, PA

December 2022 – March 2023

Front Desk

- Verified and granted facility access to visitors with valid memberships.
- Collaborated with team members to create and renew member accounts.
- Supported managers with administrative tasks, including printing, laminating, organizing files, performing data entry and scheduling.

Dansbury Park and Stroudsburg High School, Stroudsburg, PA

June 2021 – August 2021

Pool Attendant

- Monitored pool areas, including slides to enforce compliance with facility rules and visitor safety.
- Assisted the local summer camp in coordinating and executing recreational events.
- Collaborated with lifeguards to maintain a safe and enjoyable environment for all guests.

EXTRACURRICULARS

Association for Information Systems

August 2025 – Present

Temple University Fox Fund

February 2026 – Present

Temple Finance Association

February 2026 – Present

Interact Club

August 2023 – June 2025

Community Connections Club

August 2023 – June 2025

SKILLS

Software: Microsoft Word, Excel, PowerPoint, Google Suite, Adobe Applications, Artificial Intelligence.

Strengths: Reliable and punctual with a strong work ethic. Adaptable and quick to learn new tools or procedures