

# Zahira Simmons

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

## SELECTED COURSES:

Financial Accounting, Leadership and Organizational Management, Program Design and Abstraction, Discrete Mathematics, Digital Systems, Statistical Business Analytics

## ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2019 – present
- Temple University STAR Computing Corps, 2019
- Temple MCPB Off Campus Ambassador, 2019

## RELEVANT PROJECTS:

- Applied concepts from leading and managing organizations to design a subsidiary company. Synthesized in-depth information from relevant sources to complete a corporate analysis. Demonstrated critical thinking skills to recognize challenges, difficulties, and opportunities of subsidiary company
- Predicted the likelihood of a future customer paying back a loan using a CSV file and R Script to curate a decision tree from a data set of about 600 customers.

## INFORMATION TECHNOLOGY SKILLS:

Systems: Mac OS X, Windows, Linux  
Software Development: Python, Java, HTML, JavaScript  
Database Management: Microsoft Access, SQL, Salesforce, R  
Project Management: Microsoft Project, Microsoft Office

EXPERIENCE: TRI-STATE DESIGN CONSTRUCTION, Philadelphia, PA Jan 2021 – Present  
**Intern**

- Performed accounting tasks such as implementation of payables, reconciliation of bank statements, and completing job cost adjustments
- Curated and reformed capability statements of subsidiary companies
- Developed and formatted spreadsheets using Microsoft Excel to bridge data gaps and capture company's data

TEMPLE UNIVERSITY, Philadelphia, PA Aug 2019 – Present  
**Tech Consultant**

- Provided desktop support and handled technical troubleshooting, including system crashes, start-ups, and data recoveries
- Responsible for communicating with lab users in order to complete reservations for break-out rooms
- Maintained and updated lab equipment for user satisfaction and convenience

## SKILLS & LANGUAGES:

- American Sign Language: Limited Working Proficiency
- Artistic Qualities: Painting, Adobe Lightroom, Photography