

JOSIE SMITH

education.procommunityplatform.com/jsmith

57 Oak Lane Ave | City | PA | 99999

555.555.5555 / jsmith@university.edu

EDUCATION: UNIVERSITY, School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2022
Major: Accounting and Management Information Systems
Minor: Health Care Management
Overall GPA: 3.9 | Dean's List: Fall 2020 & Spring 2021

SELECTED COURSES:
Systems Analysis & Design, Database Management Systems, Managing Global Information Systems Projects, Business Process Analysis

ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2019 – present
- IT Leaders Scholarship, 2019

INFORMATION SYSTEMS PROJECTS:

- Analyzed requirements and created real estate database management system to track property locations, vacancies, rent payments, payroll, and maintenance requests.
- Aid local businesses affected by COVID-19 by digitizing business processes and creating digital ecommerce solutions with WordPress, Shopify, and Squarespace platforms.

INFORMATION TECHNOLOGY SKILLS:
Analysis: R, Tableau
Software Development: Javascript
Web Development: HTML, Squarespace
Database Management: Microsoft Access, SQL plus, SQL
Project Management: Microsoft Office

EXPERIENCE: BLOOMBERG, L.P., New York, NY May 2019 – August 2019
Intern

- Provided technical support to online provider of financial information, business news and analytics, including real-time and historical pricing, portfolio management and e-trading tools.
- Assisted with confidential client registration in Bloomberg Secure Access Technology (BSAT).
- Conducted online research on technology trends, compiled report and presented findings to senior management.

BROOKS BROTHERS, Philadelphia, PA Summers 2017, 2018
Sales Associate & Greeter

- Provided customer service for clothing retailer of business professional and business casual attire, including suits, formal wear, and other accessories.
- Selected for company college scholarship program that underwrites 50% of tuition.

SKILLS & LANGUAGES:

- Spanish - conversational
- First Aid/CPR certified, Spring 2017