

**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2017***  
***Majors: Finance and International Business***  
Coding Bootcamp, University of Pennsylvania, Philadelphia, PA

**CONTINUING EDUCATION:**  
Coding Bootcamp, University of Pennsylvania, Philadelphia, PA  
***HTML5, CSS3, JavaScript, jQuery, Java, Bootstrap, Express.js, React.js, Node.js, Database Theory, Bookshelf.js, MongoDB, MySQL, Command Line, Git***  
***Graduation: Jan 2019***

**ACTIVITIES & AWARDS:**  
Temple University Scholarship (academic scholarship)  
Cornell Real Estate Case Competition Finalist (2017)  
Phi Beta Lambda Business Fraternity (2015-2017)  
Temple Women's Rugby (2013-Present)  
Temple Pre-Dental Society (2013-2014)  
Temple Women's Rugby Electoral Board (2015 - 2017)  
Temple Fox School of Business Mentor (2017)

**RELEVANT**

**EXPERIENCE:** Tokio Marine North American Services; Bala Cynwyd, PA February - August 2016  
**IT Finance Intern**

- Collected, assembled and classified accounting details as part of payables team, to conduct online processing of over 100 transactions using SAP, Concur and Sharepoint
- Liaised with numerous vendors to help with the execution of contracts and vendor management
- Calculated monthly expense accrual with the use of Excel pivot tables
- Collaborated with a team of 5 interns on a group project that was shown to the executive board of the company
- Collected data and prepared weekly progress reports, issues and questions for team meetings
- Conducted weekly approval audits to ensure project managers and resource managers were aware of time deadlines

**ADDITIONAL**

**EMPLOYMENT:** Onur Marble and Granite; Fairless Hills, Pennsylvania September 2016 - Present  
**Sales Associate**

- Demonstrate organizational skills including but not limited to, handling several customer accounts, filing accounts and maintaining customer records
- Show strong people skills in greeting customers and selling products
- Possesses extensive product knowledge to ensure customers are aware of the variety of products that specifically speak to their needs.
- Maintain customer accounts using QuickBooks, online software designed to manage payroll, inventory and sales.

**SKILLS & LANGUAGES:**

- Proficient in Microsoft Word, Excel and PowerPoint
- Basic knowledge of QuickBooks, Sharepoint, SAP, Concur
- Fluent in Turkish

U.S. citizen