

Evan Pack

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EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Science in Business Administration

May 20XX

Major: **Business Systems and Analytics**

- GPA: **3.72** • Dean's List: All Terms
- **Business Scholars Co-op Program**

RELEVANT EXPERIENCE

McNeil Consumer Healthcare, Fort Washington, PA

Finance Co-Op

June 20XX-Present

- Create, consolidate, and analyze headcount reports across three companies.
- Analyze and forecast budgets across three companies.
- Create and implement process improvements including data gathering procedures.
- Complete adhoc projects such as recovering files lost on a SharePoint Site.

Shire Pharmaceuticals, Wayne, PA

IS Business Analyst Intern

May 20XX-August 20XX

- Collaborated on the development of an external resource management application.
- Gathered and analyzed user requirements and created use case scenarios and training materials.
- Worked with a team to introduce a project portfolio management solution.
- Configured, updated, and managed the IS Business Management SharePoint Team Site.

Distinctive Bookbinding, Rockville, MD

IT Intern

May 20XX-August 20XX

- Designed and implemented an inventory system using Access 2007 and Excel 2007.
- Maintained physical inventory counts of finished products.
- Assessed functionality and usability of office equipment including both Macs and PCs.

WORK EXPERIENCE

La Salle University School of Business, Philadelphia, PA

Office/Computer Lab Assistant

Sept 20XX-Present

- Assist all patrons with computing issues and identify solutions.
- Ensure that all technology runs properly and lab stays well maintained.

LEADERSHIP & COMMUNITY SERVICE

Area Board President, Resident Student Association, La Salle University

September 20XX-May20XX

- Headed an executive board that organized events for two residence halls.

King's Leadership Program Participant, La Salle University

September 20XX- May 20XX

- Participated in an exercise that generated solutions to problems in the City of Philadelphia.

KPMG's Community Service Event, West Conshohocken, PA, Volunteer

20XX

- Organized donated clothes and books for distribution to low-income and homeless children.

La Salle University's Project on Justice and Society, Philadelphia, PA

Member 2007-2008

- Planned events that brought awareness to current humanitarian and environmental issues

AWARDS & ACTIVITIES

Business 100 Mentor Program 20XX-20XX
Vanguard Case Competition 20XX
La Salle Men's Cross-Country/Track Team

J&J University Case Competition 20XX & 20XX
Eller Ethics Case Competition 20XX
Founder's Scholarship recipient 20XX

SKILLS

Microsoft Word, Access, Visio, SharePoint