

Kelly DePaul

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EDUCATION

DePaul University, Chicago, IL

Bachelor of Science in Business

Expected June 2022

Major in Management Information Systems

GPA: 3.8/4.0; Major GPA: 4.0/4.0

Dean's List: All quarters in attendance

SKILLS

Operating Systems: UNIX, Linux, Windows 7, XP

Software: Microsoft Excel, PowerPoint, Visio, Word

Databases: Microsoft Access, Oracle

Technical Language: C++, HTML, Java

Language: Fluent in written and verbal Spanish

RELEVANT PROJECTS

Systems Analysis & Design Class, Chicago, IL

Payroll Development Project

March 2018 – May 2018

- Developed a new payroll system for a local coffee shop; conducting an analysis of requirements for system, activity diagrams, and use-case diagrams.
- Led the development of the windows navigation diagram, and supported team members in development of GUIs, company forms, and outcome reports.

Systems Analysis & Design Class, Chicago, IL

Production Control Project

March 2018 – May 2018

- Completed analysis and design documentation with process specifications, data-dictionary and user manual
- Led a team of five student in designing, and implementing an SQL database.

EXPERIENCE

Parker's Restaurant, Chicago, IL

Hostess

June 2018 – Dec. 2018

- Efficiently assisted 100 clients daily; increasing to 300-600 for weekend traffic at upscale restaurant in downtown Chicago, contributing to more than \$50,000 in monthly sales
- Collaborated with servers and managers for an efficient rotation of clients throughout shift and attended to special requests, such as planning and managing corporate events

Forever 21, Chicago, IL

Seasonal Sales Associate

May 2017– Aug. 2018

- Assisted and advised customers on purchases of various merchandise
- Dealt with customer inquiries and complaints in a polite and efficient manner
- Exceeded weekly sales goals consistently by 2%, resulting in being named sales associate of the month on three occasions

ACTIVITIES & VOLUNTEER EXPERIENCE

DePaul Accounting Club, Member & Director of Events

Sept. 2017 – Present

- Collaborated with recruiters to successfully plan and execute 10 career development and networking events