

Sydney D. Moreira

Sydney.moreira@temple.edu

Philadelphia | PA | 19122 | 484-223-6971

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2025

Major: Finance

Awards: Temple Scholar Award

Selected Courses: Risk Management, Digital Systems, Corporate Sustainability, Financial Management

Northampton Community College – Philadelphia, PA

Associate in Arts, Business Administration

Graduation: December 2023

ACTIVITIES

Member, Phi Theta Kappa Honor Society

August 2022 – December 2023

Member, Temple Finance Association

January 2024 - Present

Associate Analyst, Temple University Fox Fund

January 2024 - Present

EXPERIENCE

EXPRESS EMPLOYMENT PROFESSIONALS, Bethlehem, PA

February 2020 – December 2023

Administrative Assistant

- Coordinated 20-30 virtual and in-person appointments with recruiting staff weekly for over 2,500 positions.
- Supervised customer service desk, administering email correspondence and drug testing; arranged weekly appointments and provided positive aid to clients.
- Created an efficient workspace by anticipating needs, organizing sensitive data in Excel, and retrieving and organizing relevant data.

EXPRESS EMPLOYMENT PROFESSIONALS, Bethlehem, PA

July 2023 – September 2023

Accounting Internship

- Supervised recordkeeping for 10 clients and kept track of accounts payable and receivable.
- Performed financial analysis in Excel, managed payroll processing, and reconciled accounts.

BJ'S WHOLESALE CLUB, Quakertown, PA

October 2020 – May 2021

Sales Associate

- Provided customer service assistance for a wholesale food company with more than 5.5 million members domestically.
- Managed POS system interacting with 300+ customers using cash and card payments to ensure accurate cash flow, processed merchandise returns and exchanges.
- Remained informed about latest loyalty programs and credit cards to meet sales goals and lead to a 20% increase in business loyalty program sales.

SKILLS

Software: Microsoft Word, Excel, PowerPoint, QuickBooks, FactSet, Salesforce, Outlook

Certifications: Bloomberg Market Concepts (in progress)