

ERIC M. THEISS

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EDUCATION

Bachelor of Science – Business/Management Information Systems

May 2016

Penn State Erie, The Behrend College, PA

GPA: 3.25

Penn State Behrend Honors Program

SAP/ERP TRAINING

- Assisted in the development and running of a company's online SAP affairs
- Acquired skills working with and transitioning through the SAP software
- Created working MRP programs and designed accurate BOM data entries

Relevant Coursework

Introduction to ERP and Business Processes (SAP)

Operations Planning and Control (SAP)

Intro to Visual Programming (C#)

MIS Database Management Systems (SQL)

Website Design and Administration (Photoshop, Dreamweaver, CSS, Java, Flash, HTML5)

Computer Applications (Microsoft Office- Word, Excel, Access, PowerPoint)

Business Writing and Introduction to Public Speaking

PROFESSIONAL DEVELOPMENT and LEADERSHIP

Website Design and Building Penn State Behrend & Pittsburgh, PA

June-July 2013

- Designed original multi-page website for family members business
- Prepared layouts, color schemes, and styles portraying the company

Men's Volleyball Penn State Behrend

November 2012-Present

- Earned Most Improved Performer of 2013
- Scheduled and participated in open practices and meeting sessions
- Hosted prospective students as part of the recruiting process

WORK EXPERIENCE

Summer Camp Counselor East Suburban YMCA, Pittsburgh, PA

May 2012-Present

- Planned and supervised daily activities for 10-20 elementary students
- Assisted children with special needs and disabilities

Women's Volleyball Penn State-Behrend Athletics Department

Sept.-Nov. 2012-2013

- Tracked match statistics in various categories
- Worked concession stand and ball control

SERVICE

Erie Humane Society Erie, PA

January-May 2014

- Gained awareness and raised money for the Humane Society
- Created informational video and conducted interview at Humane Society

Breast Cancer Foundation Erie, PA

January-May 2014

- Acquired over \$1000 through various fundraisers
- Arranged and organized fundraising operations and ideas

Our Lady of Joy Church Pittsburgh, PA

June-August 2009-2012

- Related weekly scripture message through explanation and discussion
- Worked at Our Lady of Joy community festival booths

Make-A-Wish Charity Orlando, FL

January-June 2010-2012

- Provided labor services at the Make-A-Wish Village in Orlando Florida
- Raised over \$40,000 during a telethon for Make-A-Wish kids

ACADEMIC HONORS/AWARDS

- Blue and White Society
- Lawrence and Elizabeth Held Scholarship

September 2012-Present

August-May 2012-2016