

# Belia Dorsa

community.mis.temple.edu/bdorsa

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2020**  
**Major: Management Information Systems**

DELAWARE COUNTY COMMUNITY COLLEGE, Media, PA  
**Bachelor of Business Administration, Graduation: May 2018**  
**Major: Business Administration**

Overall GPA: 3.1, Major GPA: 3.5 | Dean's List: Spring 2017 & Spring 2018

## ACTIVITIES AND AWARDS:

- Member, Association for Information Systems, 2018 – present
- Youth Excellence Award, Church Committee, 2014

## INFORMATION TECHNOLOGY SKILLS:

Analysis: Visio, Visible Analyst  
Database Management: Microsoft Access, SEO  
Project Management: Microsoft Project, Microsoft Office

EXPERIENCE: Police and Fire Federal Credit Union., Philadelphia, PA July 2018 – Present

### **Branch Representative**

- Analyzed credit reports of 100's of branch members, focusing on the finding, decide whether or not to refer request of application to next loan officer.
- Execute confidential client registration and loan applications in system software.
- Conduct online research on financial rate trends, compile report and present findings to management.

AIH, Cancer Treatment Center of America., Philadelphia, PA June 2018 – August 2018

### **Intern**

- Coordinated day-to-day activities with hundreds of patient clients. Reconciled donations and coordinated with the Fiscal Department.
- Communicated with the board alongside the VP and director of marketing and communications alongside other departmental staff to ensure the accurate processing of grants.
- Developed and produced excel sheets for previous or new fiscal years.

## SKILLS & LANGUAGES:

- French - conversational
- Microsoft suite, Web design, SEO, Analytical skills.