

Victor E. Badoo

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business (Philadelphia, PA)
Bachelor of Business: Administration; Graduation: MAY 2015
MAJOR: Management Information Systems

MONTGOMERY COUNTY COMMUNITY COLLEGE (Blue Bell, PA)
Associate in Science; Graduated Spring 2011
MAJOR: Management Information Systems
Dean's Commendation List: Spring 2011

ACTIVITIES:

- Member, Beta Gamma Sigma, Spring 2013

EXPERIENCE: IMX Medical Management Services (Malvern, PA) May 2013 – Present
Medical Records Organizer

- Collects, compiles, and verifies medical records by following policies and procedures
- Resolves medical records discrepancies by analyzing medical records information
- Maintains confidence of patients by keeping medical records confidential

Wal-Mart (Norristown, PA) May 2007 – June 2011
Sales Associate

- Ensured merchandise was organized and displayed appropriately across various departments
- Created End-Caps and Point-of-Sale displays based on customer traffic
- Trained new employees on store policy, procedure, and merchandise handling.

Circuit City (Berwyn, PA) October 2006 – August 2007
Sales Associate

- Assisted customers in purchasing electronic devices including digital cameras and personal computers
- Organized and maintained the Digital Camera and Personal Computers departments
- Processed cash, credit, debit, and check transactions.