

BRANDON CHEUNG

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EDUCATION

Drexel University

Bachelor of Science in Health Services Administration, Business Administration Minor

Philadelphia, PA
Mar 2020

WORK EXPERIENCE

MyDoc Urgent Care

Administrative Billing Intern/ Front Desk Receptionist

Philadelphia, PA
Sept 2017-May 2021

- Assist the clinic operations in various administrative duties including resolving billing related issues
- Managing Access Points communications and assist with Electronic Medical Record system
- Fill out and organize patient information along with verifying patient's insurance

Dean's Office of Student Life

Front Desk Associate

Philadelphia, PA
May 2017-Jan 2018

- Assist with phone calls and transferring calls to the appropriate college departments
- Direct students to their prospective meetings

Drexel Recreation Center

Fitness Floor Attendant

Philadelphia, PA
Sept 2015-May 2017

- Ensure proper fitness procedures in gym and assist clients
- Monitor floor, perform cleaning duties and equipment checks

KPOT Hotpot & Korean Barbeque

Server

Philadelphia, PA
Oct 2020- Present

- Responsible for providing a unique dining experience to all customers
- Assist with cooking and maintaining grills and hotpot burners
- Trained 6 new employees for serving position

Bar-ly Chinatown

Bartender/Barback/Food Runner

Philadelphia, PA
May 2019-Oct 2021

- Maintain inventory stock of 60 kegs and additional alcoholic beverages
- Trained 4 new employees for various positions

LEADERSHIP AND EXTRACURRICULAR EXPERIENCE

Delta Chi Psi Fraternity Inc.

External Vice President, Member

Philadelphia, PA
Dec 2017-Present

- Plan, promote and expand organization's external events
- Partake in internal events and recruitment every 10 weeks

Ascend Drexel University Chapter (Pan-Asian Student Leaders)

Marketing Chair, Outreach and Promotions

Philadelphia, PA
Dec 2016-Nov 2018

- Promoted awareness on campus and expanded organization's business events
- Managed organization's social media presence

12+ Youth Leadership Program

Plus Leader, Plus Leader Ambassador

Philadelphia, PA
Oct 2012-Sept 2015

- Motivate and encourage peers to achieve academic excellence
- Gain leadership skills and mindsets through workshops and college visits

Philadelphia Futures Sponsor-A-Scholar Program

White Williams Scholar

Philadelphia, PA
Dec 2011-March 2020

- Participated in a highly selective, pre-college and persistence program to support academic and professional skill development

SKILLS

Language: Cantonese (Proficient); Technical: Skilled in Microsoft and Google Office Suites, proficient utilization of Citrix Receiver, Square POS system and First Pay POS system