

TUTOR

Professional Summary

Self-motivated and detail oriented individual with comprehensive training in ICD-10-CM/PCS, CPT and HCPCS II coding. Focused individual who has demonstrated ability to work well independently while actively coordinating with other team members. Seeking medical coding position.

Education and Training

July 2016

Career Step Professional Medical Coding and Billing Program City , State Certificate of Graduation with Honors *Inpatient and Outpatient coding

*Medical Terminology *Anatomy & Pathophysiology

Professional Affiliations

American Academy of Professional Coders (AAPC) -Member CPC-A (7/23/2016)

American Health Information Management Association (AHIMA)-Member

Professional Experience

01/2013 to 01/2015

Tutor Company Name

- Tutored homeschool students in weekly high school prep courses.
- Researched, planned and facilitated studies in Latin, Debate, Literature, Composition, Algebra, Science, Geography and History.
- Provided parent mentoring and support.

01/2011 to Current

Office Manager Company Name

- Tracked financial transactions.
- Monitored accounts receivable, accounts payable.
- Negotiated with vendors and customers.
- Produced profit and loss statements.

01/2008 to 01/2014

Independent Sales Consultant Company Name

- Presented product demonstrations.
- Communicated with hosts and customers and provided product support.
- Recruited and mentored new consultants.
- Won numerous sales and recruiting level recognitions and promotions.

Skills

computer systems, organized, self starter, grammar, communicates well

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