

**OBJECTIVE**

A position that involves medical record management/analysis, medical coding, or cancer registry

**EDUCATION**

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**AAS, Health Information Management**, Portland Community College, Portland, OR, expected 6/Year

- Currently holding a 4.0 GPA
- RHIT National Certification, AHIMA 6/Year

**Certificate of Secretarial Studies**, Clackamas Community College, Oregon City, OR Year

**CODING COURSE WORK**

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- Classification Systems 1 and 2 (ICD-10)
  - Human Body Function 1 and 2
  - Medical Science
  - Medical Terminology (3 terms)

**DATABASE AND RECORDS MANAGEMENT**

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- Managed and maintained database of more than 4,000 individual records
  - Entered data, produced and analyzed reports for individuals, activities and volunteers
  - Scheduled and coordinated facility use of 20 rooms for more than 150 individuals and groups
  - Set up and maintained a new client filing system (Goodwill Industries in Tacoma, WA)
  - Entered and posted monetary contributions and prepared deposits
  - Understand the relationship between clear record administration and funding streams
  - Scanned business documents to PDF format for electronic file storage
  - Maintained inventory of office and paper supplies

**COMMUNICATION**

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- Created a basic data dictionary and basic data manual to clarify processes and eliminate duplications and inaccuracies in records entry
  - Updated and maintained an active, multiple-page web site at least weekly
  - Answered calls on six-line telephone systems with multiple calls often coming in simultaneously
  - Consistently met deadlines to edit, produce, and mail an 8- to 12-page newsletter twice a month and announcements each week, in addition to other special projects
  - Assisted with coordination of and mailings for annual funds drive
  - Sent mass email notices to membership about upcoming events
  - Trained, directed and supported volunteer groups and individuals in various office tasks
  - Trained and supported staff and volunteers on database and other software applications

**COMPUTER SKILLS**

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- Microsoft Office Google Suites
  - Adobe InDesign, PhotoShop, GoLive, Contribute (publishing and web page software)
  - Calendar, scheduling, and facility management programs
  - Troubleshoot computers and office equipment; coordinated IT needs and service for machines
  - Keyboard: 80 wpm; 10-key by touch

**EMPLOYMENT SUMMARY**

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*Extensive experience in a wide range of office situations requiring organization, data management, multi-tasking, flexibility, proficiency with computer software, ability to work within tight deadlines, attention to detail, self-motivation, customer service, and confidentiality*

- Publications Specialist, By The Book, Portland, OR Year – Present
- Various paid and volunteer administrative support positions (contract worker) Year – Year