

**Sample Student**  
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### Health Information Technology Externship

#### EDUCATION

Harper College, Palatine, IL

**Associate in Applied Science, Health Information Technology Degree**

Expected May 20xx

#### RELEVANT COURSEWORK

- Business Software Applications (Microsoft Office, Office 365)
- Healthcare Data Content, Structure and Standards
- Health Information Protection, Analysis, and Technologies
- Revenue Management, Compliance and Leadership
- Statistics
- Database Systems (Access, SQL)
- Healthcare Information Analysis
- EHRs and Health Information Systems
- Human Anatomy and Physiology
- Pathophysiology and Pharmacology
- Advanced CPT/HCPCS/ICD-10-CM/PCS Coding
- Healthcare Reimbursement and Revenue Cycle Management

#### PROJECTS

- Designed and implemented campus wide learning modules to raise awareness of security issues associated with phishing using project management, communication and leadership skills
- Created YouTube channel and published educational videos on health information topics.

#### CERTIFICATIONS

American Health Information Management Association (AHIMA)

**Registered Health Information Technician (RHIT)**

**Certified Coding Specialist (CCS)**

Expected July 20xx

May 20xx

#### SKILLS

MEDITECH Expanse EHR

3M Encoder/Grouper

Microsoft Office/365: Word, Excel, PowerPoint, Outlook and Access

Web Collaboration and Conferencing Tools

#### EMPLOYMENT HISTORY

BroadPeak Collaborative, West Dundee, IL

March 20xx to Present

##### Executive Recruiter

- Network with accounting and finance executives to establish broad customer base while building productive working relationships with clients and staff
- Screen and interview prospective employees for high level positions including CFO, VP of Finance and Controller at multiple companies
- Maintain consistently high placement and retention rates of placed employees

#### LEADERSHIP ACTIVITIES

Harper College, Palatine, IL

Health I.T. Club - President

September 20xx to Present

- Plan activities for campus wide event to inform students about club activities

#### PROFESSIONAL AFFILIATION

American Health Information Management Association (AHIMA)

Illinois Health Information Management Association (ILHIMA)

March 20xx to Present

March 20xx to Present