**Sample Student**

Palatine, IL 60067

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**MEDICAL CODER**

**CERTIFICATION**

Certified Coding Associate (CCA) – July 20xx

 American Health Information Management Association (AHIMA)

**EDUCATION**

Harper College*,* Palatine, IL

Medical Coding Certificate May 20xx

**RELEVANT COURSEWORK**

CPT and ICD Coding Human Disease

Health Care Reimbursement Human Anatomy and Physiology

Medical Terminology Basic Pharmacology

**WORK EXPERIENCE**

Bookman and Associates, Elmhurst, IL October 20xx to Present

**Receptionist**

* Answer and screen calls to provide information, take messages and schedule appointments
* Greet persons to determine nature and purpose of visit, and direct them to specific destinations
* File and maintain records and collect, sort, distribute, and prepare mail
* Operate office machines, photocopiers and scanners, fax machines and voicemail systems

IKEA, Schaumburg, IL May 20xx to September 20xx

**Sales Associate / Cashier**

* Provided visitors with a positive shopping experience by meeting or exceeding all customer service standards
* Ensured that returns and exchanges were completed accurately and in timely manner
* Followed all cashier balancing policies and procedures

**VOLUNTEER EXPERIENCE**

Northwest Community Hospital, Arlington Heights, IL January 20xx to December 20xx

* Greeted patients, answered phone, took messages and handled all front desk duties during department meetings
* Prepared patient charts and maintained roster of discharged patients
* Assisted office manager and unit secretary with projects

**COMPUTER SKILLS**

Microsoft Word, Excel, and PowerPoint