

**Gail Wind**  
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**OBJECTIVE**

Seeking a **Health Information Technology Externship**

**EDUCATION**

Harper College, Palatine, IL

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

Expected May 20xx

**Medical Coding Certificate**

May 20xx

**RELEVANT COURSEWORK AND PROJECTS**

Medical Terminology

Health Care Information Management

Electronic Health Records

Health Care Statistics

Health Care Information Analysis

Law for Health Information Systems

Health Care Reimbursement

IT Project Management Design

ICD-10-CM/PCS Coding

Human Anatomy and Physiology

**PROJECTS**

Designed and implemented campus wide learning modules to raise awareness of security issues associated with phishing using project management, communication and leadership skills

**CERTIFICATIONS**

**Registered Health Information Technician (RHIT)**

Expected July 20xx

**Certified Coding Specialist (CCS)**

May 20xx

American Health Information Management Association (AHIMA)

**SKILLS**

Electronic Medical Records: MEDCIN and Vista

3M Encoder

Microsoft Office: Word, Excel, PowerPoint and Outlook

**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

September 20xx to Present

President

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

**PROFESSIONAL AFFILIATION**

American Health Information Management Association (AHIMA) – Student Member

March 20xx to Present

Illinois Health Information Management Association (ILHIMA) – Student Member

March 20xx to Present