

**Name**

Address

Phone

[E-mail@email.com](mailto:E-mail@email.com)

## **CAREER SUMMARY**

Health Information Management student with well rounded knowledge of the medical records field and solid experience in customer service and pharmaceutical sales promotions. Organized, dependable, detail oriented with solid problem solving skills. Analytical, knowledgeable in Microsoft Office software programs, enjoys challenges, and can work alone or in a team environment.

## **EDUCATION**

**Cuyahoga Community College** – Cleveland, Ohio

Currently pursuing Associate Degree in Health Information Management

Expected Graduation: December 2014

**GPA: 3.69**

Associate Degree in Liberal Arts – Magna Cum Laude

Associate Degree in Sciences – Magna Cum Laude

## **EMPLOYMENT EXPERIENCE**

**COMPANY XXX** – Cleveland, Ohio

**2009 – 2011**

***Student Ambassador***

Assisted students in their registration process; provided assistance during special events.

- Guided students in registering for courses, ensuring they completed process with no issues
- Served as peer mentor to students and read school announcements in classes, motivating students to participate in extracurricular activities on campus. Provided campus tours to new students, ensuring they understood where to find the services offered

**COMPANY XXX** – Vancouver, Canada

**2003 – 2005**

***Tutor***

Taught English as a Second Language.

- Prepared, presented, tutored and tested students of all ages in grades four, five and six, assuring understanding of correct sentence structure, use of auxiliaries, and correct pronunciation, in a fun and relaxed setting

**COMPANY XXX** – Vancouver, Canada

**1995 – 2002**

***Sales Department Assistant***

Responsible for the supporting pharmaceuticals sales department.

- Provided technical and medical information to clients maintaining direct contact with 200 doctors in private practice, hospitals, 30 pharmacies and one wholesaler in the territory
- Assured the availability of total customer services to clients and wholesalers and recorded maintenance maintaining direct contact with each of the clients in the territory during a cycle of visits of 25 days

## **VOLUNTEER WORK**

### **ST. VINCENT CHARITY MEDICAL CENTER**

- Volunteer each week in the Medical Records Department, assisting Operations Manager with assembling patient charts.

## **SKILLS / MEMBERSHIPS**

- Completed internship at XXX Hospital in Mason, GA, gaining valuable experience in coding patient charts and electronic medical records systems.
- Student Member, American Health Information Management Association (AHIMA).
- Student Member of Northeast Ohio Health Information Management (NOHIMA).  
Student speaker at the 2011 annual NOHIMA meeting
- Cuyahoga Community College – Student Leadership Certification Program.  
General Leadership Certification
- Cuyahoga College Foundation Scholarship recipient