**Your Name, insert credentials (RHIA)**

(111) 222-3333 | name@email.com | City, ST | <http://www.linkedin.com/in/studentname>

**Professional Profile**

Accomplished business professional with excellent communication and organizational skills. Familiar with HIPAA privacy and security compliance. Recently certified as CompTIA IT technician. Primary interests in quality assurance and software training.

**Certifications**

* Registered Health Information Administrator (RHIA) Anticipated: Month Year
* Certified Coding Associate (CCA), Month Year
* CompTIA Project+

**Technological Proficiencies**

**Operating Systems**: Windows 3.1 – Windows 10

**Microsoft**: PowerPoint, Word, Excel, Access, Outlook, Visio, SharePoint

**Specialty**: Centricity Electronic Medical Record v5.6, 9.2 & 9.8, Crystal Reports v8-11. Adobe Capture, SQL

Server Enterprise Manager, 2000-2008, Microsoft Visual Studio, Reporting Services

**Education & Training**

**Bachelor of Science–Health Information Management** Anticipated: Month Year

Western Governors University | Salt Lake City, UT

* Relevant Coursework: Health Data Classification Systems, Medical Terminology, Health Information Systems, Healthcare

**Medical Insurance Billing and Office Administration *-*** Ross Medical Education Center Month Year

**Relevant Professional Experience**

**Data Specialist -** ABC Medical Center | City, ST 2015-Present

* Review medical records to collect data for the completion of forms required by the National Marrow Donor Program (NMDP), International Bone Marrow Transplant Registry (IBMTR), and Autologous Blood and Marrow Transplant Registry (ABMTR)
* Maintained current data for occurrence of graft versus host disease (GVHD), infections, and disease status on patients from Pre-transplant to death and input information into an Access Database

**Benefits Evaluator -** NN Medical Center | City, ST 2012-2015

* Recognized for achieving the record for obtaining weekly Q.A. results of 100% on medical claim processing for more than 6 consecutive months while exceeding production standards.
* Processed medical claims for multiple types of plans (commercial, Medicare, and Medicaid) and types of claims (vision, pharmacy, dental, surgery and coordination of benefit claims).

**Other Professional Experience**

**Mortgage Broker -** Northern Equity Inc | City, ST 2010-2012

* Prepared and processed loan packages for VA, FHA and conventional mortgages utilizing online underwriting tools to prequalify clients and scheduling appraisals and reviews
* Built intermediary brokerage relationship with home buyers

**Professional Associations**

**Member** | American Health Information Management Association (AHIMA) 2015 – Present