

Sample Medical Coding Résumé

NAME

Address

Phone

Email

Objective: (optional)

An internship position in the area of Medical Coding

Education:

Indiana University Kokomo, Kokomo, IN
Certification in Medical Coding
Graduation Date: May, 2011

Related Course Work

- ICD-9-CM Coding
- Coding II / CPT
- HIM & Reimbursement
- Physiology
- Medical Terminology
- Anatomy
- Microbiology
- Business Management

Related Employment and College Activities:

American Cancer Society Volunteer, Kokomo, 2008-Present

- Assist with planning and implementing events

Leadership Academy, Indiana University Kokomo, 2010-Present

- Attended leadership conferences
- Assisted with new student visits on campus

Bridges Outreach/Volunteer, Kokomo, 2009-Present

- Tutor students

Skills:

Technology

- Experience with 3M medical coding software
- Proficient with Microsoft Office

Communication/Organization/Marketing

- Strong interpersonal communication skills
- Designed and distributed flyers for benefit dinners and school functions
- Created informational and advertising brochures and slideshow presentations
- Participated in fundraisers and benefit dinners

Management/Training/Sales

- Interviewed, hired, and scheduled employees
- Charted yearly sales records, and tracked employee overtime
- Taught peers how to make and operate slideshows using PowerPoint
- Trained students on assembling and using art equipment

Work Experience:

District Sales Manager, Fastenal- Kokomo, In- 2008- Current

- Maintain client base
- Supervised 20 employees

Dollar General, Kokomo, IN- Cashier 2007-2008

- Stocking/organizing shelves
- Assist customers
- Operate cash register and handle transactions