

## Chronological/Functional Resume

### Elaine Benes

1112 NE 279<sup>th</sup> Street, Medford, OR 97501  
(541) 554-5912  
ebenes@yahoo.com

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#### *Medical Billing/Coding position*

Talented, resourceful Health Information Specialist, certified in billing and coding, seeking position in a medical office setting.

**EDUCATION** Rogue Community College, Grants Pass, OR Graduated 2013  
Health Information Assistant – Certified in Billing/Coding  
GPA 3.7 – Vice President’s List

#### **Relevant Coursework:**

- Medical Terminology
- Administrative Procedures
- Anatomy and Physiology
- Medical Coding ICD9

#### **SKILLS**

**Clerical Skills:** Typing 45 wpm, filing, telephone reception, scheduling  
**Medical Administration Skills:** Billing/coding experience with medical insurance billing requirements  
**Computer Skills:** MS Word, Excel, Access, PowerPoint  
**Customer Service:** Experience assisting a diverse patient clientele  
**Languages:** Fluent in Spanish

#### **WORK EXPERIENCE**

**Clerical Assistant** SW Washington Medical Center, Vancouver, WA (Directed Practice) 2013

- Proficiently assembled and organized records
- Set up inpatient discharge records
- Filed inpatient, outpatient, and emergency department records
- Answered phone and appropriately routed calls

**Machine Operator** AVX Vancouver Corporation, Vancouver, WA 2009-2011

- Assisted and planned workflow with lead
- Maintained a quality product and yield
- Trained new employees on how to use Micro-Tec machine safely
- Coordinated work with other departments
- Initiated ideas to improve process

**Data Entry** US Postal Service, Portland, OR 2003-2008

- Correctly input and verified data
- Enabled search for key data in documents and on screen
- Accurately proofed coverage of text or displays

#### **CERTIFICATIONS**

- CPR 2013
- First Aid 2013