**Badger Student**

806.555.1234, b.student@gmail.com

**PROFESSIONAL SUMMARY**

Recent graduate of Amarillo College’s Medical Data Specialist program who brings organized management of medial documentation. Proficient at identifying and retrieving patient medical records, reconciling discrepancies and reviewing documents, and coordinating with healthcare professionals to provide proper records.

**HIGHLIGHTS**

* Record maintenance
* Document review
* Retrieval coordination
* Filing
* Record availability
* Dedicated
* Detail oriented
* Time management
* Friendly and positive
* Professional appearance

**EDUCATION**

Medical Data Specialist - Certificate, May 2020

Amarillo College, Amarillo, TX

**PRACTICUM EXPERIENCE**

**Practicum Student**, Spring 2019

Parker’s Family Medicine, Amarillo, TX

* Maintained and monitored the status of patient records and medical histories
* Processed and organized documentation for all new patients
* Reviewed medical documents, reconciled contradictions or mistakes in records
* Interpreted coded medical data, transferred file to digital, and reviewed and completed medical records

**EXPERIENCE**

**Waitress**, December 2014 – Present

Outback Steakhouse - Amarillo, TX

* Delivered outstanding food and beverage service to customers
* Greeted all guests and used the guests’ names as often as possible
* Took orders and offered advice on their menu selection when asked
* Kept my place of work and surrounding area clean and organized
* Prepared accurate checks that itemized their menu items
* Explained how food is prepared, described ingredients, and cooking methods

**LANGUAGES**

Spanish: Fluent in conversational Spanish with the ability to read and write