

Junior IT Project Manager Junior IT Project Manager Junior IT Project Manager - CD Consulting
Citrus Heights, CA Obtaining a position in Medical Administration, Medical Billing and Coding, or
Account Manager Work Experience Junior IT Project Manager CD Consulting - Atlanta, GA
November 2011 to Present Handled Scheduling, Tracked Progress, Performed Several System
Specific Tasks Designed and Created the Help Menu in HTML for a Database Specific Application
as part of a Large Integration Solution Operations Manager 8 years Creative Foam
Manufacturing, Sacramento, CA 7 years Combined Managerial Experience Handled all Facets
of a Small Business Operation Successfully Managed the Production Line From Design to
Delivery Performed HR Duties, Accounting, Scheduling and Inventory Handled Customer
Service, Maintained and Improved Accounts, and Over the Counter Sales California Notary Public
4 years Adrian Pit Business Services, Citrus Heights, CA Maintaining a California Notary Public
Commission in Good Standing Education Certificate in Medical Administration and Coding Twin
Rivers Adult School 2012 to 2013 Additional Information SKILLS PROFILE Knowledgeable in
Medicare/Medical, HMO, PPO, and Insurance Claim Forms Proficient with CPT Coding, ICD-9
Coding, and HCPCS Coding, Familiar with ICD-10 Verbally Articulate, Knowledgeable in Business
English, and Interpersonal Skills Proficient in MS Excel, Word, PowerPoint, Project, and Various
EHR/EMR Software Experienced in Business Administration, Business Procedures, and
Management Accomplished in Providing Customer Service, Building and Maintaining
Relationships Competent with Accounting Practices, Accounting Cycle and QuickBooks
Responsible, Trustworthy, and Adaptable

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