**Julie Schumaker**

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**Data Entry**

**Profile**

Outgoing, energetic professional with dedication to efficiently and effectively completing all tasks assigned. 8 years of data entry skills.

Qualifications include:

* AA degree in Health Information Technology
* Knowledge of Microsoft office applications
* Filing, faxing, scanning and coping papers
* Multi-phone lines, accurate phone messages, time management skills, ability to work independently

**Work Experience**

**Nail Tech**

02/2012-Present – Oregon Athletic Club (Beaverton, OR)

Manicures, pedicures, customer service, answer phones, take payments, schedule appointments, and assist clients with questions and products.

**Barber/Stylist**

7/2010-2/2012- The Barbers (Battle Ground, WA)

Cut Men’s hair, customer service, sales, open and close till, cashier, answer phones, clean.

**Barber**

8/2009-7/2010-SportClips (Vancouver, WA)

Cut Men’s hair, customer service, sales, cashier, answer phones, clean.

**Stylist**

4/2009-8/2009-3rd Dimensions Salon (Orchards, WA)

Cut, color, style hair, waxing, perm, up-do’s, shampoo sets, clean, sales, answer phones as needed.

**Nail Tech/Stylist**

3/2009-4/2009- Sorelle Spa and Salon (Camas, WA)

Cut Men’s hair, manicures, pedicures, answer phones, makeup applications, sales, customer service, implement OSHA cleaning schedule

**Nail Artist**

9/2000-12/2008-Gene Juarez Salon and Spas (Lynnwood, WA)

Nail enhancements, Pink and White, Gel nails, classic, spa, and express manicures/pedicures, sales, customer service.

**Data Operator**

1/2000-9/2000-McKesson Pharmaceutical (Everett, WA)

Entered DEA blanks, ran order sheets for Walgreens, Safeway, Rite Aid, Fort Lewis, etc.., Night manifest, helped pickers with dysfunctional equipment, and made labels for Rite Aid stores.

Key Accomplishments:

* Demonstrated ability to learn quickly and follow policies and procedures.
* Ability to work alone and problem solve under stress.
* Answered phones, completed phone orders promptly and professionally.

**Administrative Assistant**

9/1995-1/2000-Deluxe/SCAN/eFunds (Bothell, WA)

Supported VP of Operations and Operations Manager (1997-1998)

Supervised team of 7, managed reports for VP and Operations manager, held team meetings, updated VP schedule with meeting times, Lotus notes, composed meeting minutes for VP. Setup meetings for VP and made travel arrangements.

Key Accomplishments:

* Ability to multitask, work under pressure
* Develop skills in excel and power point.
* Resourceful ability to accomplish tasks that are otherwise not regular duties.
* Adapt to change well

Supported IT Project Manager and eFunds Project Marketing Manager (1998-2000)

Supported eFunds Project group during development stage, managed off-site meetings, on-site meetings, took meeting minutes, travel arrangements, expense reports, setup presentations, and worked with marketing packages, pamphlets, inserts, copies, contracts and other items as needed.

Key Accomplishments:

* Worked with detailed information in contracts
* Developed Power Point presentations
* Input detailed information into Access
* Effectively communicated between group and management

**Data Operator**

08/1994-09/1995 – Charlie’s Produce

Run reports, process orders for pickers and drivers, answer phones, update system, run audit reports, update pick sheets.

**Nail Tech**

2/1992-7/1994 – Self employed at True Colors (Vancouver, WA)

Nail enhancements, Pink and whites, manicures

**Stylist/Nail Tech**

6/1989-2/1992-Jerry’s Style Salon (Vancouver, WA)

Cut hair, color, perms, style, up-do’s, shampoo sets, manicures, pedicures, nail enhancements.

**Education**

4/2009-6/2011, Kaplan University Online, Chicago, IL

**Related Courses**: Medical Office Management, Health Care Administration, Medical Terminology, Pharmacology, Anatomy & Physiology I&II, College Composition I & II, Medical Coding I & II (ICD-9-CM and CPT), Reimbursement Methodologies, Diseases of the Human Body, Leadership & Quality Assessment in Health Information, Software Applications for Health Care Professionals, Legal Aspects of Health Information, Survey of Mathematics, Health Information Practicum, Health Information Externship/Capstone.

* GPA 6.71 Dean’s List 6 terms
* Member of National Society of Collegiate Scholars
* Associates in Applied Science in Health Information Technology
* HIT Practicum – Virtual Lab 30-hours of clinical
* Completed 90 hour Externship

**Externship**

07/2011-08/2011 Willamette Valley Rheumatology, Newberg, OR

(Ramon Macasa, Office Manager & Dr. Anna Macasa, Rheumatologist)

Medical records, answer multiple phone lines, scan records for Electronic medical records, fax documentation to other facilities, call for information on insurance policies and contracts, run audit reports for billing purposes, upload information for patient files, take detailed phone messages, mail out new patient packets, scan and input patient demographics, check patients in and out for appointments, take co-payments, fax prescriptions.

**Skills**

ICD-9-CM and CPT coding

DRG assignment

HIPAA Regulations

Medical, Pharmacology and Anatomy Terminology

Chart Control, Access and Storage

Chart Status Tracking and Assembly

Managed Care Regulations/JCAHO Guidelines

Current HIM Technologies

Insurance Reimbursement

Medicare/Medicaid Reimbursement

Hospital Information Systems

MS Office suites (Power Point, Excel, Word, Access, Outlook