**Netsanet Muleta**

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*Trained in sociology and social science; compassionate, caring knows how to prioritize, self-motivated who will work tirelessly until the task is complete; team player who will get along with all people; dependable, who will make a commitment and keep it; acquires vast amount of skills who anticipate to put to use and looks forward to learning from others at the job.*

**Competencies and Skills**

* Teaching / Sunday school
* Organizing lesson plans
* Organizing committee
* Event planning
* Customer care – face to face / phone
* Active participant Community events
* Interpreting
* Grant writing
* Data collection and filing
* Keyboard 55 + 10 key
* Verifying and processing insurance
* Posting and follow up payment
* CMS-1500, CPT, HCPCS, ICD-9, DME, HIPPA
* Filemakers
* Imaging and trouble shoot computer problems
* Microsoft Office – Word, Excel, PPT, Access
* Photoshop
* Fluent English, Amharic and Oromo

Career Highlights

Passport to Languages

*Medical Billing Assistant, 2012 to Present*

*Interpreter, 2011 to Present*

Keen Mobility

*Medical Biller, 2010*

Portland Public School

*Information Technology Support*

*Customer Service, 2002 – 2009*

Portland State University/ EOP

*Office Assistant, 2006 to 2008*

Extracurricular Activities

Oromo Evangelical Church

*Sunday school Teacher, 2003 to Present*

Immigration and Refugee Community Organization

*Tutor, 2009*

Portland State University

*Women Recourse Center, 2004*

Free Geek

*Recycling and sorting computer part*

**Awards**

* -Nominated for student employee of the year 2008 in Portland State University
* -ACCESS Scholarship - Achieving College Competency and Educational Success for Students
* -Maseeh College of Engineering and Computer Science scholarship
* -Insight Scholarship
* -Go-getter Scholarship
* -Ross Tucker Scholarship

**Education and Training**

Certification, Medical Billing Analyst, Mt. Hood Community College 2012

Bachelor of Science, Social Science and Sociology, Portland State University 2009