Jeerika A. Maragh

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Objective: To obtain a challenging position with the opportunity for advancement in management while pursuing a college degree.

Qualifications:

• Reliability, Efficiency, and Quality

• Work well in a fast pace business environment

Education:

• (2011-present) Central University College New Britain. CT

Health Management- Bachelor’s Degree

• (2008-2011) Manchester Community College Manchester, CT

Medical Office Technology- Associates Degree

Certifications:

• (2012) Medical Insurance Specialist Certificate Manchester, CT

• (2012) Medical Transcription Certificate Manchester, CT

Employment:

04/12-05/12 Bank of America/ Office Clerk

Handle IRS documentation and insert appropriate information into database.

10/10- 02/11 Iron Mountain/Data Entry

Type important documents and transport information into the company’s database.

11/06-12/08 Marshalls/Store Associate

Assist customers with merchandise, price clothing, cashier, and fitting room associate.

Skills:

• Great speed of typing with 52 wpm.

• In-depth knowledge of medical terminology, insurance and state, federal and local laws.

• In-depth knowledge of coding techniques and guidelines of medical coding.

• Proficient in computer office package, MS word, MS access, MS excel, MS outlook.

• Excellent in communication, interpersonal and organizational skills.

• Profound ability of planning, management and budgeting.

• Data Entry/Database Management