**Zoila Medrano**

22 SPRINGSIDE AVENUE

EAST HARTFORD, CT 06108

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**OBJECTIVE**

To obtain a position that will fully utilize my skills and offer an opportunity to continued my professional growth.

**SKILLS:**

* Fluent in Spanish & English
* ICD-9-CM
* CPT
* Microsoft Word
* Microsoft Excel
* Medisoft-computerized Billing
* Simulation
* Health Insurance Claim Forms
* Medical Terminology
* Anatomy
* CPR Certified

**EDUCATION:**

**Branford Hall Career Institute,** **Windsor, CT** **09/2009-Present**

Health Claims Specialist Certification Program

**House of Bread Home Program, Hartford, CT** **03/2008-02/2009**

High School Diploma

**Global Business Institute, NY, NY**

Computerized Office Skills Certificate **09**/**2006-06/2007**

**PROFESSIONAL EXPERIENCE**

**Hartford Orthotics,LLC Hartford, CT**

* Medical Billing  **05/2010-Present**

**Catholic Charities, Hartford CT**  **02/2009-06/2009** **Administrative Assistant**

* Heavy phone contact
* Made activities folders
* Creatively Produced Informational Materials

**Quality Auto Repair, BX, NY** **04**/**2006-12/2007** **Office Assistant**

* Heavy phone contact
* Processed orders
* Greeted customers
* Processed Payables
* Customer service

**Community Board 10, NY, NY 02/2007-05/2007**

**Clerical Works**

* Heavy phone contact
* Received & send mail
* Customer service