**ANETA GULIUZZA, CBCS**

16 N Westwood Road Ansonia, Ct 06401

(203) 907-8338

Email: aneta0225@gmail.com

**OBJECTIVE**

Certified Medical Biller and Coder (bilingual English/Polish) with good interpersonal and organizational skills with a keen ability to multitask a variety of challenges and responsibilities looking to switch careers and join the ever growing administrative medical field with a private physician or institution. Practical foundation of ICD, CPT, HCPCS Coding, Medical Terminology, Billing, acquired from an accredited Medical Billing and Coding Course.

**SKILLS**

**CPT and ICD-9-CM Coding Systems**

* Trained in CPT-4 and ICD-9-CM Coding Systems.
* HCPCS Level II Coding

**Claims Processing/Insurance Programs**

* Trained in claims processing (paper and electronic) and private/MCO/state/federal insurance programs.
* Good working knowledge of medical terminology.

**Communication/Administration**

* Sales, Customer Service, supervisory skills
* Solid experience providing administrative support to departments and teams

**Technology**

* Microsoft® Word/Excel/PowerPoint, trained in Practice Management Software (Billing Software)

**Certifications/Licenses**

* Certified Medical Biller and Coder – National Health career Association

**EDUCATION**

2010 Training Direct, Bridgeport, CT Medical Billing and Coding

2004-2007 Derby High School, Derby, CT High School Diploma – Graduated with Honors

**EXPERIENCE**

***2011 – 2012 CORDINATED TRANSPORTATION SOULUTIONS, CT***

***Public Transportation Coordinator***

* Verified all medical appointments
* Maintained high quality of processing buss pass requests daily
* Responded in a timely manner to customers requests, concerns and comments

***2009 – 2010 SAAB OF MILFORD, CT***

***Sales Associate***

* Explanation of vehicle service recommendations to customers
* Printed estimates and invoices; handled all payments (cash, check, visa)
* Answering and monitoring phone calls

***2008 – 2009 MURREN INSURANCE AGENCY, CT***

***Insurance Associate***

* Dealt with policy holders directly regarding auto/home insurance
* Handled all telephone calls and paperwork from preliminary conversations with clients
* Investigated competitive policy pricing strategies for automobile and homeowner’s insurance

***2005 – 2007 MARSHALLS, CT***

***Sales Associate***

* Courteously greeted customers, provided effective training and guided new employees
* Helped customers in purchasing and resolved their needs using sensitivity and professionalism
* Operated and maintained cash register, updated and properly balanced out cash register continuously and general housekeeping duties

**REFERENCE GLADLY FURNISHED UPON REQUEST**