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| Brandi J. Cameron | | | 24 King Court ● East Hartford, CT 06118  (813)405-9259 ● bcamero7@gmail.com | |
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| Profile | Reliable, self-motivated, cooperative veteran with strong interpersonal skills and the ability to learn concepts quickly. Working towards B.S. in Nursing. Over 5 years of office administration experience. Looking to apply my experience to a position where it will be utilized to the fullest extent. | | | |
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| Key Skills | * Critical thinker * Stress Tolerance * Excellent communication skills * Microsoft Word, Excel, PowerPoint * Quick learner * Team player |  | | * Ability to provide clerical support * Self-Control * Attention to detail * Outstanding interpersonal skills * Familiarity with medical terminology |
| Experience | **U.S. Army (6/2006-1/2009)**  ***Signal Support Systems Specialist***  Installs, maintains, and troubleshoots Signal support equipment and terminal devices.  Installs, operates, and maintains designated radio and data distribution systems.  Maintains selected electronic devices.  Performs Signal support functions, to include providing technical assistance and training for user owned and operated automation and communications equipment.  Operates and performs preventive maintenance checks and services on assigned vehicles.  Installs, operates and performs preventive maintenance checks and services on power generators. | | | |
|  | **Connecticut Multispecialty Group (2/2005-6/2006)**  ***Medical Records Associate***  Filed pertinent medical documents into patients' charts  Processed medical records requests in a timely manner  Obtained medical charts for physicians and other medical staff  Copied, faxed, and mailed documents  Assisted front desk with receptionist duties  Answered multi-line telephones  Strictly adhered to HIPAA laws  Organized, updated and maintained over 300 patient charts.  Checked patients in and out  Scheduled/cancelled appointments  **Connecticut Multispecialty Group (3/2003-2/2004)**  **Medical Records Associate**  Filed pertinent medical documents into patients' charts  Processed medical records requests  Obtained medical charts for physicians and other medical staff  Copied, faxed, and mailed documents  Assisted front desk with receptionist duties  Answered multi-line telephones  Strictly adhered to HIPAA laws  Organized, updated and maintained over 300 patient charts.  Checked patients in and out  Scheduled/ cancelled appointments | | | |
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| Relevant Skill & Experience | ***Documentation***  Ensured charting accuracy through precise documentation.  ***Compliance***  Maintained compliance with regulatory standards by HIPAA  ***Charting***  Developed and organized 300+ charts for all new and current patients, routinely updating information for physician reference.  ***Multitasking***  Demonstrated proficiencies in telephone, e-mail, fax and front-desk reception within high-volume environment.  ***Data Entry***  Reviewed and updated client correspondence files and scheduling database.  ***Medical Records***  Reviewed medical records for completeness, assembled records into standard order and filed records in designated areas according to alphabetic and numeric filing system. | | | |
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| Education & Credentials | Manchester Community College— Manchester, CT  Pre-Nursing — Degree Expected: 12/2014  Coursework includes Spanish, Speech and Communication, Psychology and Sociology, and Intro to Computers  Hillsborough Community College-Tampa, FL  Pre-Nursing -Degree Expected 12/2014  Coursework includes Ethics, Anatomy & Physiology I & II, and Developmental Psychology  East Hartford High School — East Hartford, CT  High School Diploma 6/01 | | | |
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