**Vicki M. Hintz**

**28 Laurel Drive**

**Oakdale, CT 06370**

**(860) 367-9008**

[**vhintz@snet.net**](mailto:vhintz@snet.net)

**Objective:**

**A position for Medical Coding and/or Billing for a physician’s office or other health services environment.**

**Education and Training:**

**Certified Professional Coder Certificate**

**American Academy of Professional Coders**

**Bachelor of Science, Marketing**

**University of Connecticut, Storrs, CT**

**Work Experience:**

**2009-2011 Returned to school to obtain CPC-A certification. Completed courses in Medical Terminology, Anatomy & Physiology, Medical Billing, and Medical Coding. Scored an 89% on certification exam.**

**2006-2011 Active in PTO at Murphy Elementary School,**

**Served as Treasurer for MOMs Club of Norwich, CT in 2007-2008**

**while raising three children**

**1999-2006 Customer Service and Purchasing Specialist**

**Restaurant Design and Equipment Corp., Old Lyme, CT**

**Managed all purchasing and inventory control. Billed clients accurately and timely fashion. Required to multi-task and attention to detail. Assisted project managers in bid submissions, quoting and reading blue prints.**

**1998-1999 Accounts Payable Clerk**

**New Castle Hotels, LLC, Shelton, CT**

**Processed, paid and organized accounts payable for 6 hotel properties. Worked closely with corporate accountant to maintain accuracy of accounts payable with attention to detail and strong organization while also managing office supply inventory. Payroll utilizing ADP payroll software.**