

Tina Hughes

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Tina-Hughes/08ff3e2a89b45c8b](https://www.indeed.com/r/Tina-Hughes/08ff3e2a89b45c8b)

Looking to secure a position where my education and relevant employment experience can be used to provide excellent support to staff and growth of the company

WORK EXPERIENCE

Housekeeping Supervisor

Clean Tech - Philadelphia, PA - April 2014 to Present

Responsibilities

Responsible for detail cleaning, office buildings, schools, concerts ext.....

Medical Office Administrator

Belmont Center for Comprehensive Treatment - Philadelphia, PA - February 2013 to May 2013

Responsible for checking patients in/out

Scheduling and confirming appointments

Performed billing using Aecis

Registering patients

Verified patient insurance through Emdeon/promise

Sales Representative

Sneaker Villa - Wadsworth, PA - April 2012 to February 2013

Greeting customers with a positive demeanor

Help customers locate merchandise or find suitable alternatives

Handle sales transactions, which included operating cash registers

Cashier

Millennium Discount - Philadelphia, PA - February 2010 to September 2011

Cashier

Responsible for selling merchandise and serving customers.

HHA

Jeeves - Philadelphia, PA - June 2009 to December 2009

HHA

Responsible for scheduling patient appointments.

Providing and preparing meals as well as cleaning for clients

Making sure all prescribed medication taken at the correct time

EDUCATION

Kaplan Career Institute - Philadelphia, PA

August 2012 to May 2013

ADDITIONAL INFORMATION

SKILLS

Administrative

ICD-9/ CPT coding

Strong telephone skills

Exceptional interpersonal and customer service skills

Computerized practice management (CMS-1500 billing/coding, processing UB-04 forms)

Experienced with patient records

Program(s) Medisoft, Microsoft Office (Word, PowerPoint, Excel) Promise, Emdeon, Navinet, Novell

Certification(s) CPR, First Aid