

# Brenda Hudgins

## Medical Administrative Assistant

Sicklerville, NJ - Email me on Indeed: [indeed.com/r/Brenda-Hudgins/b8c055945d3238bc](https://www.indeed.com/r/Brenda-Hudgins/b8c055945d3238bc)

To utilize my healthcare education, organizational, communication, and leadership skill-set in being part of a team focused on the healthcare needs of individuals.

### WORK EXPERIENCE

#### Store Manager

Fashion Bug - Williamstown, NJ - September 1999 to September 2012

Responsible for handling all aspects of the store operations to include serving as the turn key.

- Created an ultimate shopping experience for the customers of Fashion Bug.
- Assisted customers with their merchandise purchases.
- Handled all customer concerns as well as reconciled problems by utilizing conflict resolution strategies in accordance with company policy, and procedure.
- Managed, employee schedules, training, record keeping, budgets, banking deposits and inventory controls.
- Handled all cash, credit, and debit transactions utilizing a computerized register, and barcode scanners.

#### Pharmacy Technician

Eckerd Drug - Sicklerville, NJ - August 1997 to August 1999

Responsibilities for filling all prescriptions per the Physician/Pharmacist request in accordance to company standards, protocols, and procedures.

- Created a positive shopping experience to all the customers of Eckerd Drugs.
- Handled a multi-line phone system in a busy fast paced environment timely, and efficiently.
- Processed customer orders through the companies' computer system.
- Worked with local physicians and medical facilities in handling over the phone orders for processing, and dispensing.

#### Office Assistant

Copiers Plus - Pleasantville, NJ - February 1996 to May 1997

Responsible for providing excellent customer service to the public.

- Handled a multi-line phone system in a busy fast paced environment timely, and efficiently.
- Created order entries.
- Processed company billing, and managed clients account information.
- Performed general office duties to include: filing, faxing, copying, and administrative correspondence.

### EDUCATION

#### Medical

ASI Career Institute - Turnersville, NJ

### ADDITIONAL INFORMATION

Anatomy and Physiology HIPAA Compliance EHR (Practice Partners)

Medical Terminology Medical Insurance Patient Scheduling (Medisoft)

ICD-9 Coding CPT Coding Co-Pay Posting (Excel)

CMS-1500 Claims Medical Administrative Assistant Medicaid  
Medicare Insurance Verification Patient Demographics