resume\_123@gmail.com  
787-660-2020

Medical Coder - Highly Skilled - Entry Level  
Sudbury VT - Email me on Indeed: indeed.com/r//0364f57cab60487c  
Jay G. Cooke  
105 Wanee Rd. Sudbury VT 05733 Recycle360@gmail.com (802) [...]  
March 2015  
Medical Coding Department  
Re: Application for Coder Position  
Dear Madame or Sir  
I am interested in pursuing a career in Medical Coding and would like to be a part of the Coding Department at your organization. I am very excited at the opportunity of joining your excellent team.  
As a recent graduate of AHIMAs Coding Basics and A&P program I am well trained for this position. I achieved the CCA credential in November 2014 scoring a 363/400 on the ICD-9 examination. However I was also trained in ICD-10 CPT and HCPCS. Therefore I anticipate a smooth and immediate transition on October 1 2015.  
While studying for the Coding basics program I worked an internship at Sound Shore Medical Center in New York. During this time I gained familiarity with the HIM department and an understanding of the incredible level of detail and accuracy needed to be a successful coder.  
I am willing to relocate to the area as soon as possible or I am able to work remotely.  
Thank you for considering my application. My resume is attached and please let me know if I can provide you with any additional information. I am available by telephone or email and I look forward to hearing from you.  
Sincerely  
Jay G. Cooke  
Attachment  
WORK EXPERIENCE  
Volunteer  
The Carving Studio and Sculpture Center - West Rutland VT - September 2013 to Present  
Landscaper in residence responsible for upkeep and beautification of sculpture garden and grounds. \_ Docent at Studio Gallery and general organizational support.  
   
Specialized Catering  
All American Staffing - New York NY - June 2012 to June 2013  
Universities and Private Clubs call in specialists when skilled staff is needed for prestigious events.  
\_ Dealing with many variables every day being confronted with surprises and adapting accordingly. Medical Records Internship  
Sound Shore Medical Center - New Rochelle NY - January 2012 to June 2012  
Learning to assign codes with the 3M encoder and gaining an understanding of the HIM department.  
\_ Exposure to EMR's mastering chart filing systems and the ICD-9 CM/PCS and CPT classification systems. I.T. System Replacement Project - Asst. Hardware Tech  
Sound Shore Medical Center - New Rochelle NY - June 2011 to January 2012  
June 2011 -January 2012  
\_ Assisting the I.T. Techs in the rollout of the new software and hardware systems Hospital wide.  
\_ Assembling Testing Transporting and Assisting in the setup process for all Hospital departments.  
Logistics/Research  
MicroEcologies Inc - New York NY - March 2009 to February 2011  
Transporting supplies equipment personnel and waste materials to / from sites in NYC.  
\_ Generating and distributing reports affecting this Indoor Air Quality (IAQ) Company. Staff Scientist  
Delta Environmental Consultants - Armonk NY - October 2007 to March 2008  
Writing reports for remedial groundwater and soil monitoring to state regulatory agencies in NYC and NJ. \_ Interpreting chemical and analytical results for groundwater and soil petroleum pollutants.  
\_ QA / QC of Excel data logs containing Environmental data for over 100 sites.  
\_ Monitoring of gas station contamination in NYC for Hess Corp as it effected Aquifer Water Quality.  
Assistant Project Manager  
International Valuation and Inspection (IVI) - White Plains NY - March 2007 to June 2007 Providing technical support to senior project managers and preparing materials for technical reports.  
\_ Collecting environmental lead in water samples from locations across New Mexico. Wildlife Management Technician  
LMS Environmental Engineers Inc - Valhalla NY - June 2002 to April 2003  
In this seasonal position I assisted in the protection of the water quality of New York City's drinking water through:  
\_ Operating Boats to patrol NYC's Watershed's Terminal Reservoir at Kensico Valhalla New York.  
\_ Gathering and logging waterfowl population data along with ongoing log maintenance.  
\_ Management responsibilities to ensure: quality sampling reservoir watershed protection and crew safety. Circulation Department Assistant Manager  
St. John's University Library - New York NY - March 2001 to May 2002  
Promoted to this supervisory position from the Assistant Manager of the periodicals department and acted as a liaison between the library management and student workers:  
\_ Managing schedules of student workers.  
105 Wanee Rd. (802) 345-0987  
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\_ Evaluating and reviewing the quality and accuracy of student worker performance.  
\_ Communicating with and training new student workers in the library policies and procedures. \_ Providing personalized customer service to all library patrons.  
Managing Sample Custodian  
Envirodyne Inc - Boca Raton FL - June 1998 to July 1999  
In this high volume position I managed a staff consisting of three employees and completed the following tasks:  
\_ Logging in chains of custody after receiving soil water and air samples and processing and delivering samples to the appropriate labs.  
\_ Ordering preserving organizing and cleaning of all sampling materials.  
\_ Insuring critical deadlines were met and scheduling tasks accordingly.  
\_ Initiating / completing projects such as: generating a sub-contractor sample and procedure list preparing a detailed and comprehensive internal policy and procedure manual and reorganizing the stock room.  
EDUCATION  
B.A. in Environmental Science  
State University of New York at Purchase College May 2006  
Italian Language Study  
John Cabot University - Roma Lazio 1999 to 2000  
- Purchase NY