

**Tamekia Brown**  
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## **OBJECTIVE**

My objective is to continue a career utilizing the experience, skills, and knowledge I have acquired.

## **EDUCATION**

Medical Billing and Coding Diploma November 2009  
High-Tech Institute Kansas City, Missouri

### **Awards:**

- Academic Excellence
- Perfect Attendance
- President's List
- Student Ambassador

**Completed 160-hour externship with Global Medical Direct in Lenexa, KS.**

## **Experience**

### **City Thrift**

Clothes/Merchandise Sorter, November 2012-February 2013  
Cashier and customer service such as sorting clothes and miscellaneous items for pricing for sales production.

### **Global Medical Direct**

A/R Collector Lenexa, KS Nov 2009 - Apr 2010  
Verified patient's insurance information to make collection of debt for medical supplies. Processed claims via CMS 1500 forms and online including Medicare and Medicaid.

### **WSI-H&R Block**

Customer Service Representative Kansas City, Missouri January 2008-April 2008  
Performed data entry, received inbound calls for customer complaints, answered tax questions, assisted clients with debit cards, and logged the details of customer calls.

### **Dairy Queen**

Cashier Raytown, Missouri Sept. 2007-January 2008  
General cleaning. Took and prepared food orders, and cash transactions.

### **Citywide**

Custodian Kansas City, Missouri July 2004-October 2005  
Performed general labor tasks such as swept and cleaned with strong attention to detail.

### **Grace's Restaurant**

Bartender/Waitress/Cook Kansas City, Missouri July 2003-July 2004

Prepared food and drink orders, waited on tables, cash transactions and general cleaning.

**USA-800**

Customer Service Representative Raytown, Missouri May 2002-November 2002

Received inbound customer calls for timely resolution of customer complaints.