

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.