

**Amia Helper**

1234 Elm St., Green Bay, WI 54304  
920-555-0123 | amia.helper@yahoo.com

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**SUMMARY OF QUALIFICATIONS**

- Advanced proficiency with Microsoft Office Suite and EPIC
- Self-starter with flexibility and openness to new ideas
- Ability to successfully handle multiple projects and deadlines
- Model professional behaviors and ethics
- Experience in coding and reimbursement systems
- Team player with strong leadership qualities
- Effective communication skills both written and spoken

**EDUCATION**

**Northeast Wisconsin Technical College**, Green Bay, WI May 2024  
*Health Information Technology, Associate Degree*

- Related Coursework: Medical Terminology, Health Data Management, Healthcare Stats & Research, HIM Organizational Resources, CPT Coding, ICD Coding, Applied Coding, ICD Procedure Coding

*Medical Coding Specialist, Certificate* December 2023

**EXPERIENCE**

**Health Information Technician Intern** December 2023 – Present  
*Bellin Health, Green Bay, WI*

- Assign diagnostic and procedure codes to in-patient and out-patient healthcare encounters
- Maintain data in medical records computer system
- Maintain department filing systems including permanent files and incomplete record file areas
- Use ICD and CPT/HCPCS coding
- Respond to requests, questions, and comments from internal and external customers

**Team Member** March 2022 – December 2023  
*McDonald's, Green Bay, WI*

- Provided excellent customer service when taking orders in store and through the drive thru
- Accurately punched in orders and processed customer bills
- Performed cleaning duties, such as sweeping, mopping, wiping down equipment, and cleaning bathrooms
- Worked collaboratively with other team members to ensure customer satisfaction

**COMMUNITY INVOLEMENT**

**Blood Drive Event Volunteer** June 2023 – Present  
*American Red Cross, Green Bay, WI*

**Mentor for Youth** May 2023 – Present  
*Big Brothers Big Sisters of Northeastern Wisconsin, Green Bay, WI*