# Takedra Anderson

Mobile Phone: (832)3885489

Missouri City, TX 77489

Email: monae199078@yahoo.com

**OBJECTIVE**

Seeking a position where my both my Medical Assistance, Medical Insurance Billing & Coding skills and education will be used to meet employer and customer essentials.

**PROFESSIONAL & CLINICAL SKILLS**

* ICD-10 and CPT-4 Coding, Data entry
* Medical Terminology
* Appointment Scheduling
* Payment and charge posting
* HIPAA Training/ OSHA Training
* CPR certified
* EKG Testing
* Wound Care
* Injection
* Urinalysis Testing
* Dosage Calculation
* Patient Information entering
* Practice fusion
* Ring central
* Health PAC
* HCPCS Codes
* Insurance Verification

**EDUCATION**

**Pharmacy Technician**

Altierus College Houston, TX May 2018 - Present

**Diploma in Medical Assistant**

Everest Institute Bissonnet Houston, TX August 2014 to June 2015

**Diploma in Billing and coding** Houston, TX

Sanford-Brown College June 2009 to December 2010

**High School Diploma** Missouri City, TX August 2005 to June 2008

Thurgood Marshall High School

 **EMPLOYMENT EXPERIENCE**

**CGM Academy** Houston, TX May 2018 - Aug 2018

**Position: CPR Instructor**

* Arranging lectures and customized courses so that students can choose the best suitable option.
* Preparing instructional areas, i.e., classrooms, dummies, off-site and on-site locations, other equipment and material required for the program.
* Instructing the students in a motivational way and making lectures interesting for them.
* Performing administrative tasks such as maintaining records of the students, documentation, maintaining certificates, etc.

**Avalon Medical Career Academy**

**Position:** EKG Instructor Houston, TX June 2012 – September 2012

* Construction of a course syllabus, consistent with the generic course syllabus, that stipulates course objectives, content, and grading criteria,
* Preparation of course presentations and instructional materials (as appropriate),
* Delivery of instruction, including being prepared for and meeting courses and laboratories (if appropriate) at scheduled times,
* Compliance with departmental and institutional policies and procedures including but not limited to submission of midterm and final grades
* And Compliance with institutional procedures.

**References Available Upon Request**