Sandra Blackmore

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Pueblo, CO 81008

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719-691-1396

*Recent Health Information Technology graduate seeking full time employment with a well-established company that appreciates honesty, reliability, hard work, and a willingness to learn new things. Enjoy working with the public and people of all age groups. I am a dedicated team player with proven leadership and communication skills.* A positive attitude and follow-through allows me to face new challenges and achieve company goals.

## Internship: Pueblo Ankle and Foot Care

Office support:

Checking patients in and out from the visit

Assisting with coding and billing.

Assisting patients back to a room to where they would be seen by their Doctor.

Taking payments and writing receipts of payment on account or co-pay

Putting patient information into the computer.

## C.N.A

Villa of Pueblo - Pueblo, CO

December 2016 to February 2018

Providing personal care of the elderly, bathing, feeding, dressing, personal hygiene. Talking with them, helping them be and enjoy all they can for the time they have: I enjoy helping others.

## School Bus Driver

First Student - Pueblo, CO

July 2016 to December 2016

Transporting students from home to school, from school to home, safely to each destination.

## Correctional Officer

Bent County Corrections - Las Animas, CO

September 2012 to February 2013

Ensuring the safety and security of all offenders and staff

## Custodian

Holly High School

March 2010 to June 2012

## Correctional Officer

Bent County Corrections Facility – Las Animas, CO June 2009 to July 2010

## Advertising Consultant

Lamar Ledger

2006 to 2007

Selling advertisement to local Business

# Education

## Certificate in Medical Coding

Pueblo Community College - Pueblo, CO

August 2016 to July 2018

# Skills

* C.N.A
* Detailed oriented
* Enjoy working with others
* People person
* Microsoft Word
* Microsoft Excel
* Electronic input of information
* ICD-10-CM
* ICD-10-PCS
* CPT Codes
* Coding skills learned through my courses at Pueblo Community College

# Certifications/Licenses

## Certificate in Office Education

August 1999 to May 2000

Basic skills in Office Education, Computer, filing, fax, answering phones.

## C.N.A

Certified in 1989-to present

# Additional Information

Currently enrolled at Pueblo Community College HIT Program

Eligible to sit for CCA exam summer 2018