

## **Tiffany Drakes**

Bronx Ny, [Tiffanydrakes46@gmail.com](mailto:Tiffanydrakes46@gmail.com)

### **Objective**

Motivated and detail-orientated recent graduate A.O.S majoring in Office Technology with Medical Tr.. Seeking an entry-level position for Medical Administrative Assistant. Eager to apply strong organizational, clerical and healthcare administration knowledge in a clinical setting.

### **Education**

#### **Suny Empire State University**

Saratoga Springs Ny,

#### **A.O.S (Occupational Studies) Degree – Office Technology with Medical options**

January 2024-January 1<sup>st</sup> 2025

- Course work included Medical Terminology & office procedures, medical billing and coding and Electronic Health Records (HER)
- Gained foundational knowledge of HIPPA compliance and healthcare office operations
- Developed proficiency in Microsoft Office Suite and Health Information System

### **Skills**

- Administrative and technical skills in a healthcare setting
- General office technology skills with specialized knowledge and training related to the medical field
- Administrative support within the healthcare system covering task such as billing and coding patients records management and using specialized medical software
- Handling administrative task

### **Relevant Projects**

- Simulated front desk operations for a medical clinic including scheduling, managing patient intake forms, and organizing digital records
- Looking up Codes for patient billing using ICD-10-CM, ICD-10-PCS and CPT
- Speech Communication, Business Communications, Human Relations, Business Administration
- Used HER software for data entry and billing scenarios

**Certificates:** Basic Life Support/ Cpr Certificate **Issued by:** American Heart Association

**Date of Issuance:** 07/01/2025