

Tiffany Drakes

Bronx Ny, 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 1st 2025

- Course work included Medical Terminology & office procedures, medical billing and coding and Electronic Health Records (HER)
- Gained foundational knowledge of HIPAA 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