

JOE KELAIDIS  
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**3084 Vaughn Street Aurora, CO 80011**  
**303-343-3566**  
**CERTIFIED PROFESSIONAL CODER**

## OBJECTIVE

To obtain a position as a medical coder.

## QUALIFICATIONS

- 1 Certified Professional Coder
- 2 Certified Billing and Coding Specialist
- 3 Microsoft Office Specialist
- 4 Certified Medical Administrative Assistant
- 5 More than 15 years of Office Administration/Accounting and Bookkeeping Experience providing detailed, accurate data input, calculations, record-keeping and a wide variety of support duties
- 6 Proficiency using MS Windows 95/98/2000/XP/Vista; Office Suite (Extensive Excel) QuickBooks and Data Management Systems.

## PROFESSIONAL EXPERIENCE

**BEACON MEDICAL SERVICES** **Aurora, CO**  
**Certified Professional Coder** **2006 to current**  
Patient chart emergency room coding for many major hospitals in Colorado

**STATE OF COLORADO - CO. STUDENT LOAN PROGRAM** **Denver, CO**  
**Administrative Assistant II/Processor** **2001 to 2005**  
Input new loans,; research and update existing loans; process deferments and forbearances; obtain enrollment information on student loan recipients; process payments and rebates on loans.

**CON PAC, INC.** **Denver, CO**  
**Administrative Assistant** **1998 to 2001**  
Take, process and invoice customer orders; input sales data and fax order verifications. Manage inventory and calculate monthly sales.

**GREAT WEST LIFE** **Denver, CO**  
**Data Entry - Accounts Payable/Receivable Clerk** **1997 to 1998**  
Process and handle accounts payable, receivable and data entry.

**KATIE'S RESTAURANT**  
**Record Keeping**

**Commerce City, CO**  
**1986 to 1997**

Managed daily general ledger maintenance; record keeping, deposits and payroll calculations.

**EDUCATION**

**New HORIZONS COMPUTER LEARNING CENTER**  
**Healthcare Information Management Program**

**Englewood, CO**  
**2005-2006**

Certified Professional Coder (Apprentice), Certified Billing and Coding Specialist  
Microsoft Office Specialist, Certified Medical Administrative Assistant.

**ROCKY MOUNTAIN ACCOUNTING & BUSINESS CENTER**  
**Professional Bookkeeper I**

**Denver, CO**  
**2001**

**T.H. PICKENS TECH**  
**Computer/10-Key-Typing**

**Aurora, CO**  
**1999**

**UNIVERSITY OF COLORADO**  
**Bachelor of Arts in History and Political Science**

**Boulder, CO**  
**1975**