

Kelley Murdaugh

A career- minded individual with great attention to detail, seeking an entry level position as a Medical Biller, Coder or Medical Front Office Assistant.

Professional Skills

Medical Billing & Coding Skills

- MediCare, MediCal, Private Insurance Billing
- ICD-9, CPT, HCPCS Coding
- Medical Terminology, Anatomy/Physiology
- Medical Filing

Office, Clerical & Customer Service Skills

- Excellent Customer Service Skills via phone or in person
- Highly organized and efficient, always looking for ways to reduce costs while maintaining adequate inventory
- Formally trained in Microsoft Office 2003 & 2007 (Word, Excel)
- Excellent customer service , able to work with irate customers producing amicable results

Accounts Management/ Accounts Receivable

- Highly proficient at managing all accounts receivables and tracking inventory of supplies/equipment
- Able to create, maintain and update weekly inventory reports for management review
- Able to conduct quarterly physical inventory counts and reconcile discrepancies
- Experience developing and managing storeroom for raw material, work in progress, and finished goods
- Solid payroll experience, handled payroll for up to 19 employees
- Highly trained and capable of reducing corporate expenses by watching every dollar spent
- Experience reducing shipping costs by 50% by consolidating shipments

Purchasing / Buying Agent

- Experience in creating and implementing inventory management system to properly store purchased supplies
- Developed sources of supply and able to keep current on new technologies, market conditions, and pre-qualify suppliers for bid lists and purchases
- Capable of building and maintaining proper order lists to ensure adequate supplies on hand
- Efficient at managing database of finished goods pricing and cost of goods purchased
- Able to manage all purchasing needs for a facility, including HVAC, custodial, and printing

Employment History

2005 – 2008	Materials Manager	<i>Blue Cell Technology</i> – Sacramento, CA
2002 – 2005	Quality Assurance Specialist	<i>Blue Cell Technology</i> – Sacramento, CA
1999 – 2002	Shipping Receiving Clerk	<i>Blue Cell Technology</i> – Sacramento, CA
1995 – 1999	Inventory Procurement Specialist	<i>RF Prime</i> – Sacramento, CA

Education / Certificates

May 2009	Medical Billing/Coding Certificate	<i>Occupational Skills Center (OSC)</i> – Sacramento, CA
1991 – 1992	General Education Courses	<i>American River College</i> – Sacramento, CA