Travis Dixon

118 Leonard Drive Bono, AR 72416

(870)919-2782 • E-mail: TravisT.Dixon@yahoo.com

**CAREER PROFILE**

Highly motivated Medical Biller and Coder seeking to obtain a challenging full-time position that will allow me to expand with the use of my specialized education and skills.

**QUALIFICATIONS**

* Proficient in Microsoft Word, Excel, MOSS and CIMO software
* 50 WPM typing speed
* Have received achievements for completion of CMS-1500 and Uniform Billing form, Certificate of Continuing Education (World of Medicare), and Certificate of Continuing Education (Medicare Fraud & Abuse Prevention, Detection, and Reporting).
* Will be acquiring an AAPC Certification in Medical Billing and Coding in November of 2012
* Excellent writing and verbal communication skills

**EDUCATION AND KEY SKILLS**

**Ultimate Medical Academy -** Online 2012

Diploma for Medical Billing & Coding – GPA: 4.0

* Have received multiple certificates for academic excellence
* Very efficient and accurate coder in multiple areas

**Phillips Community College of the University of Arkansas**  – Helena, AR 2002

Associates Degree in Business Administration

* Honor Graduate – GPA: 3.6

**WORK HISTORY**

**Quad Graphics – Jonesboro, AR** 8/5/2002- 1/18/2012

Assistant Pressman

* Insured high quality production according to customer standards
* Very adamant about reaching daily quotas
* Supervised team members on a daily basis

**INTERESTS**

* Tutored 2nd Grade Elementary students (Basic Skills Training) - 2000
* Recreational Activities: sharing family time, fishing, swimming, movies, and reading

**References Available Upon Request**