

Becky J. Berglund

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EDUCATION:

Registered Health Information Technician (RHIT) Certified
Dec 2012
Rochester Community and Technical College, MN
Health Information Technology Associate in Applied Science
May 2012
Texas Tech University, TX
Certification of Visualization
May 2007
Bachelor of Science in Architect
May 2006
Austin Community College, TX
Engineering Design Graphics Associate of Applied Science Degree
Aug 2001

HEALTH INFORMATION TECHNOLOGY

Good Samaritan Clinic: *Intern and Volunteer*
July 2011 to Present
• Enter medical data from the patient's paper record into Eaglesoft software
• Enter prescription data from the patient's paper record into Eaglesoft software
• Handle confidential medical records

SOFTWARE:

PC, Macintosh, Microsoft Word, Excel, PowerPoint, Lotus, Photoshop CS2

WORK EXPERIENCE:

Fluor: *Architect Drafter II*
May 2008 - April 2010
• Interfaced and coordinated with internal and external clients as required for successful project execution
• Worked collaboratively with other trades on coordination of projects and construction documents
• Remained informed of developing technologies/techniques
Aerotech: *Contract Architect Designer for Fluor*
Nov. 2007 - May 2008
• Worked independently on assigned projects
• Generated drawings, completed construction documents, and created interior design layouts
• Remained knowledgeable of safety policies and procedures
Texas Tech Hospitality Services: *Cafeteria Work in the Residence Halls*
Sept. 2004 - May 2007
• Responsible for maintaining sanitation of kitchen, serving lines and dining room
• Responsible for deserts, prep and cook
• Train Employees