

Adrienne D Harris

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PROFILE

Former Health and Physical Education Teacher with fifteen years experience in American and International Schools. Multi-sport coach, scorekeeper and statistician for over seventeen years. A highly fascinating Mid-Life Clarity session in Frankfurt, Germany initiated this career shift into the medical world where I will become a Medical Coding Director.

EDUCATION

Career Step Medical Administrative Assistant Training Program, Provo, Utah **May 2013**

- Medical Administrative Assistant Diploma - Graduated with Honors
- Studied anatomy and physiology, medical terminology, pharmacology, Medical Law and Ethics, Microsoft Word, Microsoft Excel, Office Finances, Medical Office Procedures and Management

Abilene Christian University, Abilene, Texas **May 1997**

- Bachelor of Science - Interdisciplinary Studies - Secondary Education
- Bachelor of Science - All Levels Physical Education & Secondary Health Education

EMPLOYMENT

Physical Education Teacher, International School of Frankfurt, Frankfurt, Germany **08/11 - 06/13**

- Instructed PE classes, swimming lessons for students in grades 1 - 10.
- Coached varsity boys volleyball and junior varsity girls basketball teams.

Physical Education Teacher, Korea International School **08/10 - 06/11**

- Instructed PE classes and swimming lessons for students in grades 9 - 12.
- Coached varsity boys volleyball team.

Physical Education Teacher, International School of Frankfurt, Frankfurt, Germany **01/08 - 12/09**

- Instructed PE classes and swimming lessons for students in grades 1 - 10.
- Managed an advanced UK based PE course known as International General Certificate of Secondary Education or IGCSE PE.
- Coached the varsity girls volleyball, junior varsity boys basketball and varsity badminton teams.

Health and Physical Education Teacher, Fort Worth, Texas **07/97 - 06/06**

- Instructed health and physical education classes for students in grades 6 - 12 in the Fort Worth Independent School District.
- Appointed as Health and Physical Education Department Chair at North Side High School.
- Selected to the Fort Worth Independent School District Health Textbook Selection Committee.
- Coached girls volleyball, basketball, soccer, athletics and cheerleading teams.

SKILLS

- First Aid/CPR Certified
- Effective communicator
- Extremely personable
- Organized, flexible and able to multi-task
- Data processing and 10 key entry
- Proficient with Microsoft & Macintosh programs
- Excellent interpersonal skills
- Quick learner
- Works well within a team or independently