

Odessa Pacheco

Denver, Colorado ♦ 303-817-1567 ♦ odessa.crosspurpose@gmail.com

OBJECTIVE

Seek an entry level position as a Certified Medical Billing Specialist. I am a detail-oriented professional with a strong organizational approach to tasks. Eager to expand my knowledge of health insurance and data management. I am committed to contributing effectively in a medical billing role. I possess a solid understanding of medical terminology, as well as proficiency in CPT and ICD-10 coding.

EDUCATION & TRAINING

Certified Medical Billing Specialist (2025)

G.E.D - Youth Employment Academy at DHA (2013)

CrossPurpose (January 2025- Present)

CPR Certified (2025)

KEY SKILLS & COMPETENCIES

- Bilingual (English and Spanish)
- Detail Oriented
- Time Management
- Active Listening
- Strong Interpersonal/ Written/ Verbal Communication
- Data Analysis
- Drive For Results

CAREER HISTORY

Personal Care Provider - Applewood Our House (Lakewood, CO) May '17 - January '21

- Patient Confidentiality
- Performed Routine Catheter Care, Nail Care and Hygiene support, ensuring adherence to Infection Control Protocols and Individual Care Plans.
- Provided comprehensive services such as Bathing, Toileting, Dressing, Shaving, and Oral Hygiene to maintain patient comfort and dignity.
- Assisted with safe patient mobility and transfers using Hoyer Lift and Gait Belt, including turning and proper positioning to prevent pressure injuries.

Lead Pawnbroker - Ez Pawn (Lakewood,CO) January '21 - August '24

- Payment and Loan Tracking/ Pawn Agreements
- Customer Identification and Verification
- Handling Loan Disbursements
- Customer Confidentiality

Independent Contractor - StandUp Wireless (Denver Metro Area) August '24 - January '25

- Negotiated Contracts and Sales Terms
- Customer Identification and Verification (Through Medicaid, SNAP, Section 8)
- Ensured Precision and Completeness in Application Submission
- Demonstrated Expertise in Product Knowledge