

# Princeton Lewis

Aurora, CO 80010

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(708)551-6369

Motivated, committed, logical, and proactive individual seeking a position where my recent education, job history and customer service will be utilized for the benefit of the company.

#readytowork

Willing to relocate: Anywhere

## Work Experience

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### **Packer**

Nexus Employment Solutions Plus, Inc - Portage, IN

June 2020 to August 2020

- Complied with all safety regulations and outcomes
- Inspected and packaged products
- Trained new employees
- Trouble shot machines
- Kept work area clean and running smoothly

### **Line Cook**

Bar Louie Sports Bar - Matteson, IL

October 2014 to January 2020

- Complied with all safety regulations and outcomes
- I handle cooking on all three stations including grill, fry, and pantry
- I prepare sauces, meat, and meals for guests
- I maintain all equipment and restocked inventory
- I supervise a team of three employees when a manager is not around

### **Forklift Operator**

YRC Freight - Chicago Heights, IL

2019 to 2019

- Complied with all safety regulations and outcomes
- I loaded and unloaded freight.

### **JIT Selector**

Joliet Staffing - Minooka, IL

2018 to 2019

- Complied with all safety regulations and outcomes
- Packaged and shipped freight

### **Medical Biller and Coder**

Back To Health Chiropractic Clinic - Calumet Park, IL

2013 to 2014

Externship Site and Employee

References available upon requests

## Education

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### **Associate in Medical Billing and Coding**

Everest College - Merrionette Park, IL

2012 to August 2013

## Skills

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- Med iSOFT and Claim Gear proficient
- Analyzing & Evaluating Medical Insurances & Claims for Processing
- Coding Diseases, Surgeries, and Medical Procedures for In-Patient
- ICD-9/10 Diagnosis Coding & CPT Out-Patient Coding
- Knowledge of Medical Terminology and Pharmacology
- Formatting Microsoft Word, PowerPoint & Excel
- Appointment Scheduling and Triage
- CPR Certified
- HIPAA Certified
- Can type 40 words per minute
- Forklift experience
- Epj experience
- Team Player
- Line cook

## Certifications and Licenses

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### **Certified Forklift Operator**

## Assessments

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### **Warehouse Associate — Highly Proficient**

August 2020

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Highly Proficient](#)

### **Work Style: Conscientiousness — Familiar**

August 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Familiar](#)

## **Work Style: Reliability — Completed**

August 2020

Tendency to be dependable and come to work.

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.