

**JESSICA L. TABARES  
229 SOUTHERLAND AVE  
BERLIN, GA 31722  
(706)765-8178  
JJNVTABARES@GMAIL.COM**

**Education-**

**Associate in Applied Science in Criminal Justice -Everest College 2010-2012**

- Earned my associate degree**
- Forensics**
- Forensics Photographer**
- Fingerprinting**
- Security**
- Psychology**

**Associate in Health Information Coding and Billing -In Progress**

**I am currently in college full-time for Health Information Coding and Billing**

- Medical Billing**
- Medical Coding**
- Patient Access**
- Computer Technology**
- Nutrition & Diet Therapy**
- Medical Terminology**
- Computer Literacy**
- IDC-10-CM Coding**

**I am looking for a career in the Medical Field. I love working in a office setting and helping others. I have a passion for it. I am prepared for the fast pace and working with patients.**

## **Experience-**

**Hollis Concrete Inc. Pell City, AL.**

**June 2006- August 2014**

**Administration Assistant**

**Quail International, INC. Greensboro, GA**

**January 17, 2017-August 1, 2019**

**Administration Assistant**

**Good Samaritan Hospital**

**September 7, 2019 – October 3, 2023**

**Emergency Room Register**

**Patient Registration**

**Jessie's Cleaning Service-owner**

**All residential commercial construction cleaning**

**April 5, 2018- May 1, 2023**

**The Owner and Operator- had several employees working under my supervision.**

**I have experience in or with:**  
**Bookkeeping**  
**Administration Assistant**  
**Front Desk Receptionist**  
**Medical Billing**  
**Office Assistant**  
**Office Representative**  
**Data Entry**  
**Medical Receptionist**  
**Patient Access**  
**Communication**  
**Teamwork**  
**Teaching**  
**Sales Advisor Health Insurance**  
**Payroll**  
**QuickBooks**  
**Epic**  
**All Microsoft**  
**Accounts Payable and Receivable**  
**Inventory**  
**Purchasing**  
**IDC-10-CM Coding**

**“We should not judge people by their peak of excellence, but by the distance, they have traveled from the point where they started.” -Henry Ward Beecher**