**Samuel Tarley**

9999 W. Old Town Dr. 720-530-9867 (Cell)

Littleton, CO 80123 samueltarley@gmail.com

**SUMMARY OF QUALIFICATIONS**

* Strong knowledge of health care systems with 3+ years teaching experience in medical coding
* Very organized and detail-oriented, having served as supervisor 30+ employees
* Technologically skilled with education in MS Office Suite

**ADMINISTRATION AND MANAGEMENT EXPERIENCE**

**Cashier Supervisor 2016-2017**

*Safeway (Aurora, CO)*

* Supervised activities of all cashier workers to ensure customers received satisfactory service and quality goods
* Conducted training and education for all new cashier employees
* Prepared work schedules and records of employees' work schedules and time cards

**Supervisor 2009-2016**

*Aramark event staffing (Denver, CO)*

* Coordinated and managed events held at venues such as Denver University, Mile High Stadium, The Paramount, and Coors Field
* Monitored event activities to ensure that the 30+ event employees are complying with organization’s policies and procedures
* Responsible for entering data, balancing payrolls, keeping receipts, and recording expenses for each event
* Prepared and conducted safety training to all employees present at events
* Responsible for navigating problems and delegating tasks to ensure event was properly facilitated

**Paraprofessional/ Medical Coding Vocational Instructor 2006-2009**

*Denver Community College (Denver, CO)*

* Medical coding instructor for the Emily Griffith Technical College Medical Coding & Billing Certificate program
* Instructed students to Identify, compile, abstract, and code patient data, using standard classification systems
* Tutored students and taught lessons on CPT 4, ICD 10, and HCPS II
* Educated students on resolving or clarify codes or diagnoses with conflicting, missing, or unclear information
* In-Depth knowledge of insurance billing systems such as Medicaid and Medicare

**OTHER WORK EXPERIENCE**

**Food Access Worker 2018-Present**

*Metrocaring* ***(****Denver, CO)*

**EDUCATION**

East High School (High School Diploma)

Denver Community College Medical Coding & Billing Certificate **2007**