

**Kyle**

**Kyle.350375@2freemail.com**

**CAREER OBJECTIVES:**

 To secure a position as a MEDICAL CODER that utilizes my medical background and experience where I can enrich my knowledge, learn during the process and become an asset to the organization.Bringing solid background of medical and anatomical terminology along with profound knowledge on CPT and ICD-10 coding.

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| **EDUCATIONAL PROFILE**  |  |
| **POST-GRADUATE STUDIES**  | **Certified Professional Coder-10-A**American Academy of Professional Coders September 9, 2016  |
| **COLLEGE**  | **Bachelor of Science in Nursing**St. Scholastica’s College Tacloban, Tacloban City, Philippines S.Y. 2006-2010  |
| **SECONDARY**  | Palo National High SchoolPalo Leyte, Philippines S.Y. 2002-2006  |
| **ELEMENTARY**  | Guindapunan Elementary SchoolPalo Leyte, Philippines S.Y. 1996-2002  |

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| **PERSONAL PARTICULARS**  |
| Date of Birth  | **October 7, 1990** |
| Place of Birth  | **Tacloban City, Philippines**  |
| Sex  | **Male**  |
| Age  | **26 years old**  |
| Citizenship  | **Filipino**  |
| Civil Status  | **Single**  |
| Height  | **5’9”**  |
| Religion  | **Roman Catholic**  |

**SKILLS AND INTERPERSONAL CHARACTERISTICS:**

* Proficient in Windows program- Microsoft Word, Microsoft Excel.
* Good written & verbal communication skills.
* Can easily adapt to new working environment and able to work well with colleagues, customers and clients.
* Open-minded, Team & Detail-oriented.
* Pleasing personality and competent attitude towards work.
* Goal-oriented, Optimistic, Hardworking, Critical Thinker and Highly Dedicated.
* Coherent and dynamic medical coding professional with remarkable skills in abstracting information and assigning codes related to medicine, surgery, radiology and pathology.
* Results-driven, medical billing and coding professional with a strong knowledge of medical terminology, official coding conventions and rules established by AMA.

**SEMINARS/TRAININGS WITH CERTIFICATIONS ATTENDED**

* **INTENSIVE MEDICAL CODING TRAINING**

Career First Institute

Cebu City, Philippines

September 15, 2016 – November 15, 2016

* **MICROSOFT OFFICE USER SPECIALIST (MOUS) TRAINING (30hours)**

ACLC College Tacloban

Tacloban City, Philippines

February 11-19, 2014

**WORK EXPERIENCE**

**LIVELIHOOD SPECIALIST**

Task Force Haiyan

United Church of Christ in the Philippines

Tacloban City, Philippines

September 24, 2015 – July 15, 2016

**Responsibilities:**

1. Leads the livelihood department in the overall activities of the rehabilitation program to the typhoon-haiyan affected communities in Leyte, Philippines
2. Design and coordinate project aspects for the livelihood trainings in the project areas.
3. Supervise the assessment, planning, implementation and evaluation of livelihood interventions such as livelihood trainings and distribution of kits according to appropriated livelihood activities.
4. Work closely with community organizersto survey, design and implement appropriate, sustainable and effective skills acquisition activities within the target population.
5. Carry-out qualitative Focused Group Surveys along-side the CO in order to gather pertinent, accurate information about the target population.
6. Assist in the process to select beneficiaries and classification according to previous source of income.
7. Assist in producing IEC material in context to beneficiaries.
8. Effectively coordinate with the support section to maintain the pace of project implementation.
9. Deal with schedules of trainings to the beneficiaries and assist in procurements & spending plans.
10. Provide weekly situational report and monthly program reports to the Program Manager.

**COMMUNITY ORGANIZER**

Task Force Haiyan

United Church of Christ in the Philippines

Tacloban City, Philippines

April 9, 2015 – September 23, 2015

**Responsibilities:**

1. Assist in the design and coordination efforts for the implementation of all project aspects within the project area, including Shelter, WASH, Health, Livelihood and Food Security.
2. Assist in the implementation of all field operations, including conducting qualitative research, analysis and reporting, project design in collaboration with Program manager and field Officers.
3. Mobilize community members for meetings, hearings, forums and surveys.
4. Organize community involvement events involving community based-participatory research strategies.
5. Increase capacities and empower local community members to ensure sustainability
6. Maintain a photo and transcription record throughout project duration.
7. Provide leadership trainings for community member
8. Provide technical support as needed for existing advocacy, monitoring, and regulating activities including Geographic Information Systems, Environmental Impact Assessments and Research Initiatives.
9. Work closely with Fields Officers and Community Organizer to survey, design, and implement appropriate, sustainable, complete, and effective housing structures within the target population.
10. Carry out qualitative Focus Groups and Household Surveys along-side the Field Team in order to gather pertinent, accurate information about the target population.
11. Assist in the process to select beneficiaries and ensure the Field Officers are in compliance with all project standards.
12. Assist in creating monthly reports and lessons learned.

**COMMUNITY DEVELOPMENT OFFICER**

**(**Food Security and Livelihood Department)

ACF INTERNATIONAL

 Tacloban Base

 Tacloban City, Philippines

 May 19, 2014 – February 13, 2015

**Responsibilities:**

1. Assists the Food Security and Livelihood (FSL) Supervisor in implementing activities related to the Emergency Response Project for the target beneficiaries among the Typhoon Haiyan-affected families.
2. Distribution of Cash grants to Beneficiaries which includes Effective conduct of short sensitization sessions that explain what the cash grant is about.
3. Facilitate community mobilization, meetings and trainings during community led FSL activities.
4. Assists in the monitoring of project implementation and evaluation of the project impact on beneficiaries.
5. Produce project activity reports from the area of operation as per reporting schedule or when needed.

**FOOD SECURITY AND LIVELIHOOD ENUMERATOR/SURVEYOR**

 ACF INTERNATIONAL

 Tacloban Base

 Tacloban City, Philippines

 March 10, 2014- May 10, 2014

**Responsibilities:**

1. Collects information and data on food security of typhoon Haiyan-affected communities in line with clearly defined methodologies.
2. Ensures coherence of collected information on household surveys.
3. Actively participates in pilot surveys and food distribution.

**RURAL HEALTH NURSE / COMMUNITY HEALTH TEAM SUPERVISOR**

DEPARTMENT OF HEALTH (DOH)

 Registered Nurses for Health Enhancement & Local Service

 Rural Health Unit of Palo, Leyte, Philippines

 March 5, 2012 – February 28, 2013

**Responsibilities:**

1. Acts as resource speaker on health and health related services
2. Advocates health programs in the community through dissemination of IEC or Information Education and Communication materials
3. Conducts advocacy educations concerning premarital, breastfeeding, and immunization counselling.
4. Conducts and facilitates necessary training or educational orientation to other health team members in the community
5. Promotes self- reliance of community and emphasizes their involvement and participation in planning, organizing, implementing and evaluating of health services
6. Leads the Community Health Team Partners in monitoring the members of the Pantawid Pamilya Pilipino Program (4Ps) in regards to their compliance in the conditions set by the Department of Health.
7. Coordinates health services with concerned individuals and families through the community health team members, government organizations and non- government organizations
8. Records and reports health status and presence of health problems in the community
9. Inculcates self- reliance to bring about development and improvement in the community.
10. Consolidates and reviews reports efficiently.

**REFERENCES:**

**References available upon request**