

MASALEEN FRANK

MEDICAL CODER



224-456-2350



contact@masaleen.com



Austin, TX

January 3, 2024

Dear Hiring Manager,

I'm very interested in the position for Medical Coder, and I believe were you to hire me, you would quickly find me to be an invaluable asset to your company: not only for my earnest work ethic, exceptional ability to swiftly pick up all of the skills necessary to perform the job with high-quality results, and affable professionalism; but also because of my passion to contribute to this meaningful and vital sector of healthcare. This dedication and drive infuses my work and will allow me to provide your medical team with valuable services.

My past experiences have proven that I am exceptionally loyal: to the La Mesa Chamber of Commerce, whose mission statement and president I wholeheartedly believe in, I provided my services for over 11 years both in person and remotely. It was an honor to ensure its ongoing success through efficient, streamlined administrative assistance, redesigning and managing a new website, and being proactive in brainstorming and implementing ways to offer more value to members and the local community.

My attention to detail, exceptional organizational skills, ability to learn quickly as well as communicate with all kinds of people, has helped me succeed in everything I've put my mind to. From starting and leading a local chapter of a performing arts group when I was 16, learning how to do stereo compositing in one month to work on the movies Smurfs and Transformers: Dark of the Moon, to traveling solo to St. Petersburg, Russia to tutor English, and freelancing as a graphic designer and web designer; I have proven my competence and drive. I am confident I can excel as a Medical Coder for your company.

I thank you for your consideration in having me join your medical team, and I look forward to the possibility of discussing this opportunity with you.

Respectfully,

Masaleen Frank

MASALEEN FRANK

M E D I C A L C O D E R

P R O F E S S I O N A L S U M M A R Y

AAPC Certified Professional Medical Coder (CPC), seeking Medical Coding position in the Health Administrative field. Motivated to prove my skills, efficiency, and dedication to a company that supports my career as a coder.

S E L E C T E D A C C O M P L I S H M E N T S

- Worked directly with the President/CEO of a Chamber of Commerce to ensure smooth operation of organization. In 2023: Maintained accurate records for 200+ Chamber members (including invoicing), Processed (57) new members, Created (55) newsletters, Tracked and promoted (32) events.
- Communicated professionally and effectively with a variety of people, from business owners and government representatives, to clients and contractors.
- Proven trustworthiness to work remotely/without direct supervision, including handling sensitive information.
- Acquired the skill of 2D to stereo 3D conversion in under a month; worked on multi-million dollar-budget films that demanded quality results on strict deadlines.

C A R E E R H I S T O R Y

ADMINISTRATIVE ASSISTANT, GRAPHIC DESIGNER, WEBMASTER

LA MESA CHAMBER OF COMMERCE, 2011 - 2024

OTHER POSITIONS:

FREELANCE WEB & GRAPHIC DESIGNER
OFFICE MANAGER
STEREO COMPOSITOR

E D U C A T I O N




GROSSMONT COLLEGE 2014
ASSOCIATE OF ARTS: DIGITAL ART

AMERICAN ACADEMY OF 2023
PROFESSIONALS CODERS (AAPC)
FUNDAMENTALS OF MEDICINE
PHYSICIAN CODING FOR CPC PREPARATION

S K I L L S

- Current ICD-10-CM, CPT, HCPCS
- Highly computer proficient, inc. Microsoft Office
- Analytical & Problem-Solving Skills
- Office: Data Entry, Speed Typing, Filing
- Communication Skills

C O N T A C T

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