

# Heather McKenzie

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4919 McKnight | 432-923-2033 | heathermckenziemaas@gmail.com

## Objective

- Working to make our community as healthy as possible.

## Education

**GRADUATE | 1989 | PERMIAN HIGH SCHOOL**

## Skills & Abilities

### MANAGEMENT

- Ability to manage, organize and maintain a large amount of responsibilities unsupervised.

### MEDICAL KNOWLEDGE

- Over ten years' experience reading and creating Dental/Medical charts, assessing patients and doctors needs and procedures.
- I have completed the following OC courses that pertain to my knowledge and understanding of the Healthcare field.
- Medical Terminology I, Health Information organization and supervision, Healthcare statistics, Medical Law and ethics for office professionals, Microcomputer applications, Keyboarding/ Document formatting, Business English, computers in Healthcare, and Integrated Software application II.

### COMMUNICATION

- Strong communication skills. Public speaking and education experience.
- Experience in health education.

## Experience

### EDUCATION DIRECTOR | MAAS | 6/2014 TO PRESENT

- Oversee and execute community education programs.

### CODING SPECIALIST | PLANNED PARENTHOOD | 1/2006 TO 3/2008

- Data entry CDC coding and supervision.

### PROCUREMENT RECOVERY SPECIALIST | LEGACY OF LIFE | 9/2004 TO 12/2005

- Recovered organs and tissue for procurement, Educated Hospital staff and community on donation. Serviced 17 counties.

### DENTAL ASSISTANT | DR. BERKLEY CRAIG, DDS | 9/1994 TO 8/2004

- Dental Assistant.

References are available on request.