

187 N. Marion St.
Dayton, Ohio 45417

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Yolonda Blake

Objective

To obtain a full time permanent position where I can use my skills and abilities to make a positive contribution to a company.

Experience

2002-2005 Miami Valley Hospital Dayton, Ohio

Census/Research Clerk

- Compiling statistical reports for initiating the discharged chart procedure.
- Assisting in the retrieval of study records.
- Completing several monthly reports and locating missing discharged patient charts.

2000-2002 Wal-Mart Trotwood, Ohio

Cashier

- Customer service.
- Handling financial transactions in an accurate and efficient manner.
- Scanning merchandise and bagging purchases.

1997 Mount Carmel East Hospital Columbus, Ohio

Clinical Technician Apprentice

- Applying academic knowledge to assigned tasks in the Health Information Management Department.
- Performing all phases of assigned tasks.
- Writing required reports.

1994-1996 Ohio State University Columbus, Ohio

Resident Office Manager

- Selecting, scheduling, training and supervising eleven office assistants.
- Creating and implementing student training programs.
- Communicated resident and dining hall policies to parents and members of the community.

Education

1991-1997 Ohio State University Columbus, Ohio

- B.S. Health Information Management and Systems
- Honorable Student

Interests

American College of Health Care Executives, walking, pilates, movies, computers.

Offices/Honors

Health Information Management Student Organization Vice President