

# Shebrikea Warburton

Manchester, CT 06040

[shebrikea.warburton@yahoo.com](mailto:shebrikea.warburton@yahoo.com)

860-833-8353

Dedicated professional with a MS in Public Health and a BS in Health Science. Offers solid critical thinking skills and a strong desire to pursue a career in the health field.

Willing to relocate to: Washington, DC - Philadelphia, PA

## Work Experience

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### **DATA COORDINATOR**

COMMUNITY HEALTH RESOURCES

December 2016 to February 2018

Assist in outreach with potential referral sources and partners, provide a positive rapport with key stake holders such as DCF, DMHAS and community organizations

Generate, review and distribute weekly and monthly report on the status of outstanding case records, and follow up

Establish and maintain a system for contacting clients and completing follow-up and submitting data in a timely manner

Created technical documents such as user guides, quick reference guides and training manuals for EHR processes, workflows

Tested new software applications, created and designed new documents within the data system

### **MEDICAL ONCOLOGY INTERN**

HARTFORD HOSPITAL

May 2016 to October 2016

Assisted in administrative duties such as maintaining rerecords, coordinating with other medical personnel, and managing the work of staff

Acquired advanced knowledge, training, and skills in the specific areas of internal medicine, surgery, and triage/emergency medicine, as well as general practice, anesthesiology, neurology, oncology, cardiology, ophthalmology, diagnostic imaging, clinical pathology, dermatology, behavior

Utilized computers and software programs to handle insurance, billing and financing. Maintain health records, and manage communications by filing papers, updating client information, and making copies of discharge packets

## Education

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**MS PUBLIC HEALTH in PUBLIC HEALTH**

SOUTHERN NEW HAMPSHIRE UNIVERSITY

July 2018

**B.S in HEALTH SCIENCE**

HOWARD UNIVERSITY

May 2016

## Skills

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HIPPA, MEDICAL TERMINOLOGY, OFFICE SUPPORT, EXCEL, MENTAL HEALTH, Data Management, Data Entry

## Certifications/Licenses

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**Question, Persuade, Answer Certified**

## Additional Information

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**Skills & Certifications**

Commercial/private insurance carriers literate Microsoft and Excel Proficient

Question, Persuade, Answer Certified Office Support Skills

Columbia Suicide Severity Rating Scale Trained Medical Terminology expert

Mental Health First Aid Certified HIPPA Compliant