

# Courtney Nugent

Chicago, IL

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## ***EMPLOYMENT HISTORY:***

### **Hospital**

*Medical Billing Clerk*

June 2015-Current

*Chicago, IL*

- Performed daily tasks on Meditech software and Microsoft Excel
- Data entry of 2023 ICD-10-CM (diagnosis) and ICD-10-PCS (procedure) medical billing codes
- 40 hours/ week

### **Mental Health & Deafness, Inc**

*Group House Staff (MHP)*

March 2011-June 2015

*Northbrook, IL*

- Experience with incident reports, shift reports, and ITP progress notes
- Provide leadership for the Youth's life space and restrain as necessary
- Provide assistance in teaching and aiding in Youth's daily living skills
- 40 hours/week

### ***Supplemental Instructor for Biology Student***

*Gallaudet University T.I.P.S*

January-May 2011

*Washington, DC*

- Held sessions for students to meet me for any help
- Organized review games, practice problems and quizzes to help students improve their understanding of class materials
- 20 hours/week

## ***EDUCATION:***

**Bachelors of Arts**, Biology; Minor in Criminology, Gallaudet University, Washington, D.C USA- May 2011

GPA: 3.85 out of 4.0

**Certification of Course Completion**, "Technician Sterile Processing Roles & Responsibilities", Sterile Processing University, LLC, February 2015

## ***PERFORMANCE AWARDS***

- Presidential Scholarship Recipient
- Dean's Scholar List (multiple semesters)
- Summa Cum Laude Honors

## ***COMPUTER SKILLS***

- Microsoft Office (Word, PowerPoint, and Excel)
- Meditech Software (Medical Information Technology)

## ***CERTIFICATIONS/LICENSES***

- American Heart Association: CPR/AED Healthcare Provider (Received by Deaf Planet Soul, Inc)
- Crisis Prevention Institute (Received at Mental Health & Deafness)

***VOLUNTEER EXPERIENCE:***

***Deaf Planet Soul, Inc***  
*Nonprofit Committee*

November 2015-Current  
*Chicago, IL*

- Maintain the condiments at Soldier Field events
- Assist with event planning for fundraising events
- Founder of DPaws pet services in the Deaf ecosystem program run by Deaf Planet Soul, Inc

***Forensic Science Service Division Intern***  
*Mobile Crime Laboratory Unit (MCLU)*

January-May 2011  
*Washington, DC*

- Practiced with Superglue Fingerprinting Techniques
- Experienced in reading and understanding crime reports
- Observed weapons being tested in Firearms Department at Headquarters
- Rode-along with evidence technicians to actual crime scenes

***Volunteer with Amber Project***  
*Northwestern University*

January 2010  
*Evanston, IL*

- Inserted nuclear magnetic resonance (NMR) data into Excel program
- Completed 100 NMR databases in one week
- Published a project in American Scientist magazine

***Project Volunteer***  
*Smithsonian National Museum*

August 2009-May 2010  
*Washington, D.C.*

- Met one-to-one with Professor Dr. Jorge Santiago-Blay
- Worked on *Drosophila melanogaster* project data
- Inserted experimental data into Microsoft Excel program