

CURRICULUM VITAE

Tonya J. Harbert

EDUCATION			
Degrees	Institution	Year Awarded	Major
Associates in Medical Coding Specialist	Lamar State College of Port Arthur	Spring 2015	Medical Billing & Coding Specialist, A.A.S.
Associates in Medical Office Administration	Lamar State College of Port Arthur	Spring 2013	Medical Office Administration, A.A.S.
Additional Study			
	Institution	Date	
	The Victoria College	2010-2011	Nursing
WORK EXPERIENCE			
	Facility	Year	Position
	Lamar State College - Port Arthur	Fall 2017	Instructor I
	Lamar State College of Port Arthur	Fall 2016 to Summer 2017	Adjunct Instructor
	Christus Physician Group Port Neches	2015 to 2017	Patient Rep II/ Medical Biller
	Kimberly R. Pitts, D.O.P.A. <i>(prior to switching to Christus Physicain Group Port Neches)</i>	2014 to 2015	Front Office Manager
	Dr. Robert Faseler	2013	Front Office Personnel
	Goodwin Personnel Associates <i>(Temp Agency)</i>	2007	Office Secretary
	Our Place II Personal Care Home	2002-2005	Nursing Assistant
	Crosby Memorial Hospital	1996-1997	ER Clerk
	N&W Steel	1995-1996	Office Secretary
PUBLICATIONS, CERTIFICATIONS, AND LICENSURE			
CPC Certification through AAPC, 05/ 2017			

