JENN JOBSEEKER

E-mail: jenn@jennwrites.com

555 Street Address
City, ST 12345

Home: 555-555-1234
Cell: 555-555-4321

EXPERTISE

- Medical Terminology
- Medical Billing Experience
- Medical & Legal Transcription Experience
- Confidential Recordkeeping
- Type 90 WPM
- Microsoft Office Expert
- WordPerfect Expert
- WAV Pedal
- Express Scribe
- Instant Text
- FTP / Internet Browsers

EDUCATION

Medical Transcription Certificate, 2003

College Name

Microsoft Office Certification, 1998

College Name

Telecommute Professional: Medical Transcription / Medical Billing Specialist

Experienced ~ Team Player ~ Computer Savvy ~ Quick Learner

Highlights: Expert English grammar and spelling skills. Able to prepare accurate and concise documents in a prompt manner to meet strict deadlines. Strong computer literacy and quick study of new technology. Over 2,000 audio hours of medical transcription logged, including both clinical and acute care reports.

- Mature professional looking to utilize 20+ years of experience to transition into a medical transcription or medical billing career from a remote office.
- Detail-oriented and highly self-motivated, known for going the extra mile and consistently exceeding employer and customer expectations.
- Proven ability to work positively under pressure and adapt quickly to new roles, and challenges.

CAREER PROGRESSION

COMPANY NAME – City, ST

Transcriptionist (100% telecommute), 3/2008 to Present

- Transcribe, edit, and proofread medical digital audio files.
- Known for fast turn around time and high accuracy rates.

INSURANCE COMPANY NAME – City, ST

Office Manager / Biller/ Data Entry, 3/1998 to 12/2008

Promoted three times during my tenure at Company Name.

- Processed claims for workers' compensation and entered bills into database.
- Prepared documents to be sent to underwriters for approval.
- Verified policies for accuracy and completeness and updated operator instructions as necessary.
- Created training manuals and trained other team members.
- Developed, implemented, and promoted strategies to achieve significant profit increases.

COUNTY COURT NAME – City, ST

Court Recorder / Legal Assistant (to Judge), 3/1989 to 2/1998

- Recorded and transcribed criminal and civil hearings and trials.
- Drafted and typed all jury charges and motion rulings and organized and distributed jury duty summons.
- Acted as liaison between attorneys and judge regarding status of motions and other pending litigation.
- Organized and maintained judge's files of pending suits and managed all correspondence.