

JENNIFER SMITH

MEDICAL TRANSCRIPTIONIST



Houston, TX



281 123 4567



name@gmail.com

Delivering Impeccable Administrative Support



Highly organized, bilingual (English & Spanish) professional known for outstanding work ethic that boosts productivity. Favorably responsive to change while excelling in fast-paced and time-sensitive environments. A quick learner, recognized for the ability to adapt to advances in technology easily.

Medical Transcription Key Skills & Knowledge

- ✓ **Medical System & Terminology** – Knowledgeable in medical terminology, including terms used to describe body systems, chronic and infectious diseases, and surgical treatments.
- ✓ **Computer Software** – Tech-savvy with experience accessing electronic health records (EHR), voice recognition software, and transcription software.
- ✓ **Office Procedures** – Organized with strong administrative, file management, and transcription skills.
- ✓ **Health Insurance Portability and Accountability Act (HIPAA)** – Adheres to the national standards for electronic health care transactions, the Privacy Rule, and the Security Rule.
- ✓ **Medical Billing and Health Insurance** – Demonstrated understanding of the types of health insurance and the reimbursement process, including episode-of-care and fee-for-service methodologies.
- ✓ **Electronic Medical Records** – Established knowledge of how to document administrative health information using electronic health record (EHR) software.

Education & Professional Certification

Registered Healthcare Documentation Specialist (RHDS) ♦ *Association for Healthcare Documentation Integrity*
Medical Transcriptionist Program ♦ *Penn Foster College*

Experience

BOARD MEMBER ♦ *Elementary School* ♦ *Houston, TX* September 2019 – Present

Committed to diversity, equity, and inclusion to value differences and similarities while uniting communities.

- **Conceptualized and charted the launch of the Big Cleanup project**, including authoring the business case and gaining unanimous support from a 13-member board, resulting in 6 parks cleaned and over \$2000 in pledges.
- **Strengthened relationships and transparency** by facilitating monthly parent question drop-in meetings.
- **Recorded detailed meeting minutes, transcribing points verbatim** and distributed documents for approval.
- **Created digital marketing material** using a variety of computer software.

LAW OFFICE RECEPTIONIST ♦ *Law Firm* ♦ *Houston, TX*

5 Years' Experience

Supported a law firm by providing confidential and friendly reception, as well as administrative support.

- **Organized and transcribed information** by efficiently and accurately utilizing Clio software.
- **Supported a lawyer and a team of 3 legal assistants** with a flexible and collaborative work ethic, enthusiastically taking on additional work.
- **Actively listened** when interacting with clients and lawyers to ensure exact information was recorded, resulting in precise transcription to create electronic documents.
- **Exceptionally accurate and fast keyboarding skills** with an average typing speed of 50 to 60 words per minute (wpm).

Jennifer was a valued team member who was always willing to take on extra work. She is a fast learner and was an asset to my firm.
- Mr. Thomas, Lawyer

RESUME STRATEGY

This client came to me after experiencing a divorce. She is the mother of three children and had not had a paying role in ten years as she focused on raising her children and managing the family home.

The client advised that she wanted to work from home to have flexibility, so she had recently completed a medical transcriptionist training course and certification exam. The challenge was that she had not held a paying role in approximately ten years. The client had previously worked in a lawyer's office as a receptionist. I intentionally did not indicate the year span of this employment, instead opting to put "5 years' experience".

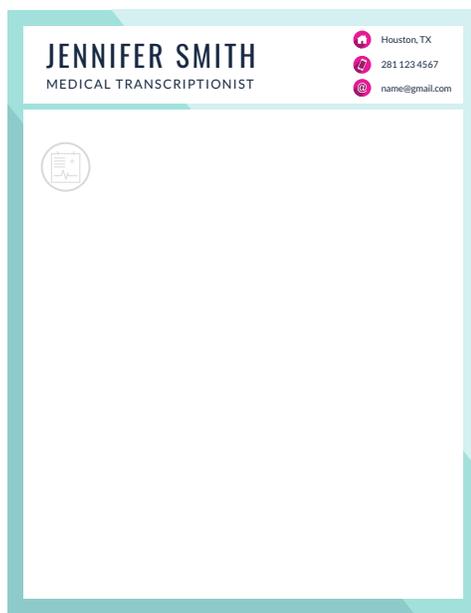
The client had participated in volunteer activities with her children's school, so my strategy was to build her resume based on her volunteer activity and past work experience with a heading of experience, rather than breaking her experience into work and volunteer sections.

The client's favorite color is bright pink, so I used this in the design. I used an ombre turquoise background frame as this is a color associated with the medical profession. The combination of pink, turquoise, and yellow makes for a welcoming and vibrant resume as pink is associated with energy, turquoise is associated with calmness, and yellow is associated with confidence. Since this is a difficult career transition, the color palette was important.

DESIGN ELEMENTS

Resume Frame - The turquoise ombre resume frame, name header, and contact information were created in a graphics program and then layered into the Word document behind the text so that the document is ATS compliant. So that ATS would read the client's name and contact information, I added the information and then made the text white. Below is an image to show this, with the white text in black.

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Signature Bullet Point - To add another unique design element, I created a signature bullet point using the client's resume brand colors.

Images – This resume design also utilizes strategically placed images to prompt the reader to continue reading. For example, use of a simulated highlighter to highlight the profile summary. I used this design element to help bring attention to this client as this was a difficult transition as she had no work experience as a medical transcriptionist. I wanted to keep the reader's eyes in the top third of the resume, where the transferrable skills from her recent training were noted. I also closed off the resume with a quote at the bottom corner to further highlight her work ethic.