



## SKILLS

Clinical Knowledge



Time Tracking



Note Taking



Patient Confidentiality



Technical Skills



Editing Software



## INTERESTS

★ Surfing

🏠 Sports Coaching

🍺 Home Brewing

🔭 Astronomy



## STRENGTHS

🌱 Humility

🛡️ Resilience

💡 Innovation

✅ Accountability



## LANGUAGES



English



Italian



Mandarin



## ACHIEVEMENTS

★ Achieved 98% accuracy in transcribing medical reports, enhancing patient documentation reliability.

★ Reduced turnaround time for report delivery by 20% through efficient transcription practices.

# MIA TAYLOR

## Certified Medical Transcriptionist

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com



## PROFESSIONAL SUMMARY

Meticulous Medical Transcriptionist with 2 years of experience in producing accurate and compliant medical documentation across various specialties. Proficient in advanced transcription software and complex medical terminology, I strive to enhance patient care through precise record-keeping. Ready to bring my skills to a dynamic healthcare team focused on quality and efficiency.



## WORK EXPERIENCE

### Certified Medical Transcriptionist

📅 Apr / 2024–Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Transcribed a wide range of medical reports, including patient histories and consultation summaries, ensuring accuracy and clarity.
2. Reviewed and edited transcriptions for spelling, grammar, and medical terminology compliance.
3. Utilized medical dictionaries and drug references to enhance report accuracy.
4. Operated transcription equipment and software to produce high-quality documentation.
5. Maintained strict patient confidentiality and adhered to HIPAA regulations.
6. Collaborated with healthcare teams to clarify and refine documentation processes.
7. Managed a high volume of dictation in acute care settings, focusing on efficiency and patient safety.

### Certified Medical Transcriptionist

📅 Apr / 2023–Apr / 2024

Silver Lake Enterprises

📍 Seattle, WA

1. Facilitated the accurate transcription of medical records to ensure timely patient care.
2. Participated in continuous training to stay updated on medical terminology and transcription best practices.
3. Assisted in developing standardized templates for common medical reports to improve efficiency.
4. Conducted quality checks on transcribed documents to uphold high standards of accuracy.
5. Engaged in feedback sessions with physicians to enhance transcription processes.
6. Provided support in office tasks, including patient check-ins and appointment scheduling.



## EDUCATION

### Associate of Applied Science in Medical Transcription

📅 Apr / 2022 – Apr / 2023

Everest College

📍 Phoenix, AZ

Focused on medical terminology, transcription techniques, and healthcare documentation standards.