



# MIA TAYLOR

## Junior Document Imaging Technician

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

### PROFESSIONAL SUMMARY

Dedicated Junior Document Imaging Technician with two years of experience in document scanning, indexing, and archiving. Skilled in utilizing imaging software to optimize document workflows while ensuring compliance with industry standards. Adept at collaborating with healthcare professionals to enhance data accuracy and accessibility, contributing to efficient document management.

### WORK EXPERIENCE

**Junior Document Imaging Technician** 📅 Mar / 2024-Ongoing  
**Maple Leaf Consulting** 📍 Toronto, ON

- 1. Prepared and organized incoming documents from various business units for efficient scanning.
- 2. Scanned and indexed collateral documents into Kofax, ensuring accurate data entry.
- 3. Executed imaging correction requests to enhance document quality.
- 4. Maintained high standards for the timely turnaround of documents, particularly for foreclosure cases.
- 5. Completed special imaging projects under tight deadlines, demonstrating flexibility and efficiency.
- 6. Gained proficiency in understanding routine claim forms and applicable lines of business.
- 7. Learned to navigate alpha and numeric fields used in the imaging system for improved accuracy.

**Document Imaging Technician** 📅 Mar / 2023-Mar / 2024  
**Silver Lake Enterprises** 📍 Seattle, WA

- 1. Imported medical results into electronic health records, collaborating closely with healthcare providers for accuracy.
- 2. Acquired experience in an office environment, enhancing administrative skills.
- 3. Provided phone support and indexed/scanned patient information efficiently.
- 4. Utilized Microsoft Office applications to support document management tasks.

### EDUCATION

**Associate of Applied Science in Health Information Technology** 📅 Mar / 2022 - Mar / 2023  
**City College of San Francisco** 📍 Portland, OR

Focused on health information systems, data management, and compliance standards.

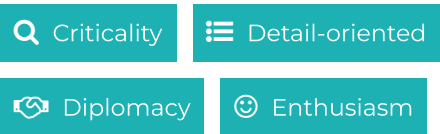
### SKILLS



### INTERESTS

- 🎨 Art
- 🧘 Volunteering
- 🌲 Hiking
- 🧘 Yoga

### STRENGTHS



### LANGUAGES



### ACHIEVEMENTS

- ★ Streamlined document scanning processes, reducing turnaround time by 20%.
- ★ Implemented quality control measures that improved indexing accuracy by 15%.