BENJAMIN LEE

Image Review Clerk

✉ support@qwikresume.com ☏ (123) 456 7899 ◉ Los Angeles

🌐 www.qwikresume.com

SKILLS

Data Entry
9

Communication Skills
7

Digital Imaging
8

Archiving Documents
8

Customer Service
8

Compliance Knowledge
7

INTERESTS

🎮 Gaming　　👥 Blogging

📷 Photography　🌐 Language Learning

STRENGTHS

📅 Planning　　⚙ Positivity

♥ Gratitude　　🤝 Diplomacy

LANGUAGES

English　　Russian　　French

ACHIEVEMENTS

🏅 Successfully improved document processing time by 20% through optimized scanning procedures.

🏅 Achieved a 98% accuracy rate in document verification and indexing over 7 years.

PROFESSIONAL SUMMARY

Dedicated Imaging Clerk with a solid background in medical records management and imaging technology. Skilled in scanning, indexing, and archiving patient images while ensuring compliance with HIPAA regulations. Excellent attention to detail and ability to work under pressure. Proven track record of improving imaging processes and supporting clinical staff in delivering high-quality patient care.

WORK EXPERIENCE

Image Review Clerk　　　　📅 May / 2021-Ongoing

Seaside Innovations　　　　　📍 Santa Monica, CA

1. Reviewed case documents to ensure accurate identification and compliance with regulations.
2. Prepared and organized case documents for efficient scanning processes.
3. Utilized advanced imaging technology to scan court documents, ensuring high-quality outputs.
4. Verified scanned images for clarity, accuracy, and completeness, maintaining rigorous standards.
5. Entered case information and uploaded images into court software, enhancing data accessibility.
6. Provided support to poll workers during major elections, ensuring smooth operations.
7. Maintained the natural order of files and multi-page documents for optimal retrieval.

Image Review Clerk　　　　📅 May / 2018-May / 2021

Silver Lake Enterprises　　　　📍 Seattle, WA

1. Ensured hard copy documents were properly prepared for scanning by removing obstructions.
2. Conducted quality reviews of prepared records to verify readiness for scanning.
3. Operated scanning equipment to digitize documents, maintaining efficiency and accuracy.
4. Resized and formatted images using scanner software to enhance document readability.
5. Compared electronic documents against originals to verify completeness of the scanning task.
6. Reviewed scanned images for quality assurance, ensuring all pages were included.

EDUCATION

Associate of Applied Science in Imaging Technology　📅 May / 2015 - May / 2018

City College　　　　　　　📍 Phoenix, AZ

Focused on imaging technologies and document management principles.