**MICHELLE A. BAUTISTA**

**My Career Objectives:**

To acquire a challenging job in which my knowledge and skills can be utilized to help the company. To join a stable service oriented organization where my ideas, skills and attitude will develop and contribute for the success of the company. Lastly, to unleash my full potential in areas of sales and customer service industry as well as my field of specialty.

***Core Competencies***

* Goal oriented and ready to take up new challenges
* Able to communicate at all level efficiency. ( English, Filipino, Cantonese)
* Able to stand in long period of hours and different shifts.
* Can work multi tasking functions under pressure on minimal supervision
* Computer literate

***Work Experience***

|  |  |
| --- | --- |
| **Year** | **Company / Designation** |
| **2007 to 2013****2006 to 2007****2001 to 2004****1998 to 1999** **1999-1999** |  **(Medical/ General Transcriber)****Curamed Transcription, Inc.****(Medical Transcriber)****Hongkong****(Domestic Helper)****Nardas Trading Corp.****(Sales Clerk)****Baguio Country Club****(Waitress)** **Hongkong** |
|  |  |
|  |  |

**Date of Birth:**

3 December 1977

**Gender:**

Female

**Nationality:**

Filipino

**Marital Status:**

Married

**Educational Background:**

**Academic:**

Sergio Osmena Sr.High School

SY 1990 - 1994

Far Eastern University

(BS Psychology)

SY 1994 - 1998

Manar

Techno.Net

[Pick the date]

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| --- | --- |
| **Areas of Responsibility and Key Tasks** |  |
| **DOMESTIC HELPER*** Performs a variety of tasks within an employer’s home such as providing care for a child or elderly family member. Do household chores such as cleaning, running errands, and cooking.

**MEDICAL/ GENERAL TRANSCRIPTIONISTS** * Responsible in transcribing out all audio recordings either a medical procedures of physicians, doctors, and other medical staff or anything that is not legal in nature then turning them into complete medical documents in the establishment.
* Familiar with medical terms and procedures to be able to transcribe medical recordings effectively and avoid unnecessary errors. Translate medical jargon and abbreviations to simple words and sentences for easy comprehension.
* Works as proofreader of all files before sending back to the respected physician or healthcare provider for safe keeping.
* Listen attentively to recorded materials; pay attention to each word to get exactly what is being said, and transcribe it verbatim without errors or misinterpretations which will alter the message.

**SALES CLERK*** Perform basic retail tasks such as operating cash registers, maintaining an orderly store and helping customers.
* Involves rearranging items on the display floor or pricing products and ensures cleanliness of the store.
 |  |

**Training and Seminar Attended:**

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **SPONSOR** | **DATE/PLACE** |
| Medical Transcription Finishing CourseHousehold Services  | Center for Technical Excellence Integrated School, Inc. (TESDA)Technical and Educational Skills Development Authority (TESDA) | July 28,2006 to January 3, 2007-Baguio, PhilippinesMarch 1 to March 27, 20014- Manila, Philippines  |

**Job Seeker First Name / CV No: 1802208**

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