Joanna Marie N. Labao

**MEDICAL TRANSCRIPTIONIST**

**Objective**: Seeking a challenging and rewarding work environment in line with my career goals and personal aspirations with opportunity for advancement.

**key QualificationS**

* Certified Medical Transcriptionist
* 6+ year’s dedicated experience working as a Medical Transcriptionist
* Voice/non-voice account.
* Experience/background in doing medical records review.
* Experience/background in doing data entry.
* Typing skills of 65 to 75 wpm.
* Good listening skills.
* Excellent communication skills necessary to perform the essential functions of the position (including but not limited to English usage, grammar, punctuation, and sentence structure).
* Knowledge of medical terminology.
* Knowledge of diagnosis coding.
* ICD-10 coding.
* Proficient with word processing software and basic computer operations.
* Ability to work and make decisions with minimal supervision.
* Ability to maintain a positive attitude in high-stressed and fast-paced work environment.

**EMPLOYMENT HISTORY**

Medical Transcriptionist March 22, 2016 to June 14, 2016

**WellForm Human Resources and Trading Corporation**

Unit F. Bldg. 16 Philexcel Business Clark Center

Freeport Zone Pampanga

Medical Transcriptionist Jan. 25, 2012 to March 12, 2016

**FirstSource Business Solutions Inc.**

5th Flr. Dolmar Gold Tower 107 C. Palanca Jr. St.

Legaspi Village, Makati City

Medical Transcriptionist November 2009 to January 2012

**Summit Technologies, Inc.**

3rd Flr. Business Solutions Center, Meralco Compound

Ortigas Ave. Ugong, Pasig City

**Educational BACKGROUND**

 **Medical Transcription**  Our Lady of Fatima University, Philippines

S.Y. 2008-2009McArthur Highway Valenzuela City

 **Diploma in Computer** STI College, Philippines

 **Electronic Technology** Malolos City of Bulacan

S.Y. 2005-2007

 **Secondary**  San Juan High School

S.Y. 2000-2004San Juan, San Luis, Pampanga

 **Primary**  San Juan Elementary School

S.Y. 1994-2000San Juan, San Luis, Pampanga

**special training**

National Certification II (NCII) Passer for Medical Transcription September 22, 2009

**Personal Data**

 Birth Date: February 28, 1987

 Height: 5’2”

 Weight: 114 lbs.

 Language Spoken: Filipino (Tagalog), English

 Civil Status: Single

**Job Seeker First Name / CV No: 18388892**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

