Traveris Patterson

DEVELOPER

Details

Virginia
Front Royal
United States
571-316-6000
traverisp@gmail.com

Skills

Microsoft Office

Transcription Software

10 key proficiency

Medical Terminology

Over 100 WPM Typist

HTML

CSS

JS

SQL

Java

Profile

Hi, I'm Traveris! However, I also go by T.J. I'm a professional Transcriptionist with over 9 years of experience as an **Administrative Assistant** and **Medical Transcriptionist** for a Workforce Healthcare company in the DC Metro area. I pride myself on being easy to talk to, quick to respond, and submitting accurate work before or by deadline.

I have also been in preparation for a career in web/software development and technical writing. I'm excited regarding anything to do with computer focused technologies from front end to back end technologies.

Employment History

Administrative Assistant / Transcriptionist, Comprehensive Health Services, Reston

JANUARY 2012 — JULY 2021

- Transcribed workforce health related data for approximately 10 physicians and nurses within the network, with a wide variety of nationalities/accents.
- Listened to audio dictations and transcribed information with speed and accuracy.
- Always met deadlines, and commonly saw 40 hours+ worth of work a week.
- Provided proofreading and editing.
- Transcribed both audio dictations and written word.
- Assisted in administrative duties related to billing, customer service, mail, and template/macro editing within Microsoft Word.
- Occasional technical support

Education

Bachelor of Science: Software Development, Western Governors University, Salt Lake City

OCTOBER 2019 — AUGUST 2020

Associate of Science: Computer Science, Northern Virginia Community College, Annandale

AUGUST 2017 — AUGUST 2019

Certifications

Oracle Database SQL Certified Associate

FEBRUARY 2020

JULY 2021

CompTIA Project+

NOVEMBER 2019

CompTIA A+ Certification

OCTOBER 2019