JUDITH ALLEYNE-LEWIS

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DATE OF BIRTH

June 25th, 1964

NATIONALTY

Trinidadian

CONTACT NUMBER

Cell- 772-0329/278-8890

SUMMARY OF QUALIFICATIONS

1978-1980 Mucurapo Senior Comprehensive, English CXC(3)

1981-1982 Caribbean College of Commerce, Typing (Advanced)

1984-1985 Cromwell Employment and Training Agency (Computer Basic)

1996-2005 Customer Relations for Front Line Staff, Telephone Skills and Techniques, Telemarketing

PROFESSIONAL EXPERIENCE

1984-1986 American Life and General Insurance – Clerk 1

1986-1990 Barbados High Commission – Receptionist/Typist

1991-1994 John Alston’s Charles, Attorney-at-Law – Secretary/Typist

1994-1997 Trinidad Distributors Limited (Ansa Mcal) – Clerical Assistant / Accounts Clerk

1997-2003 Diamond Motors (Ansa Mcal) – Data Entry Clerk / Telephone Operator / Receptionist

2003-2005 Diamond Motors (Ansa Mcal) – Parts Inventory Clerk

2005-2005 Ministry of Legal Affairs – Search Clerk (Freelance)

2005-Present Advance Cardiovascular Institute – Office Assistant/Medical Records Clerk

(ACI/ACIst)

WORK EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transcriptionist:

* Review patient records for timeliness, completeness, accuracy, and appropriateness of data
* Use classification software or other authorized manual tools to do correction.
* Manually or electronically record data for collection, storage, analysis, retrieval, and reporting
* Protect patients’ health information for confidentiality, authorized access for treatment, and data security
* Decide which information should be included or excluded from patients’ reports
* Identify mistakes in reports, and check with doctors to obtain the correct information
* Perform data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians
* Produce medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material
* Return dictated reports in printed form for physicians’ review, and corrections, and for inclusion in patients’ medical records.

Document Control:

* Coordinate all activities related to the Document Control procedure, including patient records, other clinical documents, and commercial correspondence
* Input document data into the standard registers ensuring that the information is accurate and up to date
* Generate the various document control reports as required
* Maintain updated records of all approved documents and their distribution clearly
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project.

Customer Service:

* Serving as a representative of the company to all stakeholders

Ministry of Health:

* Compile patients’ recommendation for both private and Ministry of Health, for submission to Operations Manager.
* Prepare and collate MOH reports for submission to Head Office, Accounts Department on a monthly basis.

Inventory Clerk:

* Maintain records, replenish stock, receive stock, and prepare weekly and monthly stock reports.

Data Entry Clerk

* Posting payable and receivables documents, journals, receipts, maintaining proper filing system of all documents that has been posted. Preparation of monthly statements for customers.

EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mucurapo Senior Comprehensive

Corpus Christi College

Caribbean College of Commerce

Ms. Cromwell Employment and Training Agency

Ansa Mcal Training Programme

REFERENCES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. Gerard Joseph - Inventory Clerk, Advance Cardiovascular Institute Limited-487-0625

Ms. Beverly Price-Vest – Scrub Tech, Advance Cardiovascular Institute Limited-325-7545

AWARDS RECEIVED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee of the Year 1996 - Trinidad Distributors Ltd. (Ansa Mcal)

Employee of the Year 2008 - Advanced Cardiovascular Institute Institute Limited

HOBBIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Swimming, Lawn Tennis, Reading, Cooking, Computer Games.