

CHERYL ROUGEAN L. LAMORIN

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PROFESSIONAL QUALIFICATION

Home based General Transcriptionist (2015-present): Rev

Home based General Transcriptionist (2014-2016): Speechpad

Home based General Transcriptionist (2013-2014): White Sands Administrative via Upwork

Medical/General Transcriptionist (2012- 2013): Babbletype Qualitative Transcription Services, Cebu City, Philippines

Medical Transcriptionist (2007-2011): SPI Global, Cebu City, Philippines

SKILLS

- Deep knowledge of medical terminologies, anatomy, and physiology, and the various medical specialties.
- Experienced medical transcriptionist for 11 years with great performance with productivity of 500 to 700 lines per day with an accurate report.
- Typing skills of not less than 60 to 90 wpm.
- Above-average communication and written skills in English and Filipino.
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Can work under pressure with minimal supervision.
- Highly efficient in a multi-tasking dynamic environment.
- Excellent eye, hand, and auditory coordination necessary to perform essential functions of the position.
- A good follower of policies and procedures to contribute to the efficiency of the health

care progression.

- Willing to learn more and can easily acquire knowledge.
- Dependable and Hardworking.
- Possess high level of integrity, excellent and strong leadership skills.
- Being able to handle stressful situations and able to delegate responsibilities

EDUCATION

- **TERTIARY EDUCATION**
Medical Transcription
MTC Academy– Cebu City, Philippines
June 2006 – January 2008

PERSONAL DETAILS

- | | | |
|-----------------|---|-----------------|
| • Age | : | 32 |
| • Civil Status | : | Married |
| • Date of Birth | : | 28 January 1987 |
| • Nationality | : | Filipino |
| • Availability | : | Immediate |