

Lisa A. McTigue
194 Moreland Street
Worcester, MA 01609
Cell Phone – 508-414-4061
Home Phone – 508-793-2971
Email – lam31658@yahoo.com

Objective

To secure a position in a progressive healthcare environment where my administrative skills are an asset.

Skills

- Proficient at transcription
- Typing 60 wpm
- Computer skills (Microsoft office, Lytec)
- Ability to work in a fast paced environment as a team player
- Effective communicator with excellent interpersonal and customer service skills
- Excellent organizational, administrative and time management skills

Employment

2000-Present John A. Ferullo M.D. F.A.C.C.

- Transcriptionist for a busy office with over 1,000 patients.
- Typing and faxing echo reports to referring physicians
- Answering phones, filing, and booking appointments for patients
- Mailing and faxing typed letters to physicians
- Calling and confirming patient's appointment
- Greet and check in patients

1990-1998 UMass Memorial Hospital

- Transcriptionist for cardiology, neurology and vascular services
- Typing echo reports and stress test reports
- Greet and check in patients
- Answering phones and scheduling patients

Education

Becker College – Secretarial and business classes
Various classes at Worcester State University and Quinsigamond College.
Certificate in medical terminology

References available upon request.