

Nancy Wolking

Minneapolis-Saint Paul, MN
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Authorized to work in the US for any employer

WORK EXPERIENCE

PSE Clerk

U.S. Postal Service - December 2012 to October 2015

Performing data conversion, entry of zip codes for machine unreadable mail. Worked at locations in Minnesota, Arizona and California. Also performed automated processing of mail by loading and unloading mail processing machines.

Test Scorer

Pearson Educational Assessment - April 2015 to September 2015

Responsibilities

Seasonal work, scoring student achievement tests. Requires good knowledge of grammar, spelling, reading comprehension and expository writing.

Accomplishments

Completed qualification training to advance to test scorer for several different projects.

Skills Used

Grammar, knowledge of sentence structure, spelling, expository writing skills and reading comprehension skills.

Medical Transcriptionist/Editor

Nuance Transcription Services - Burlington, MA - June 2013 to June 2014

Responsibilities included transcribing and editing acute care medical reports from all medical specialties. Worked remotely at home, on my own computer.

Skills Used

Medical terminology, voice recognition software, grammar, spelling.

EDUCATION

Medical Transcription Editing

Everett Community College - Everett, WA
2011 to 2013

Information Technology

Dunwoody College - Minneapolis, MN
2001

Bachelor's

University of Minnesota - Minneapolis, MN
1996

ADDITIONAL INFORMATION

SKILLS:

- Excellent medical transcription and editing skills.
- Advanced proofreading, editing, grammar and spelling skills and knowledge medical terminology, medical transcription.
- In-depth training in information technology courses, including programming, relational database development and systems analysis..
- Working knowledge of voice recognition software, MS Word, Excel, Access, and Power Point.