

## Jocelyn Cardinal, medical secretary with 21 years' experience

### Jocelyn Cardinal

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### CAREER OBJECTIVE

I am seeking a position as a medical secretary in a geriatrics department.

### SKILLS

Knowledge of medical terminology  
Computer skills (office software, medical file tracking and voice recognition software)  
Accounting  
Independent, organized and quick learner

### PROFESSIONAL EXPERIENCE

#### May 2000 to present: Medical secretary – Trauma Department

*Toronto General Hospital, Toronto*

- Patient intake by telephone
- Handling of patients
- Computer entry of doctors' reports
- Use of data
- Quality control
- Activity reports
- Organization of conferences and meetings

## **February 1990 to May 2000: Medical secretary – Radiology Department**

*St. Mary's Hospital, Oakville*

- Responsible for physical and telephone intake of patients
- Booked appointments
- Kept day planners
- Handled filing
- Collected fees and did bookkeeping
- Took minutes

## **October 1987 to January 1990: Assistant medical secretary – Audiology Department**

*Children's Hospital, Ottawa*

- In charge of patient intake
- Booked appointments
- Typed reports
- Prepared patient files
- Managed doctors' schedules

## **EDUCATION**

1985: Diploma in secretarial studies

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## **COMPUTER SKILLS**

Knowledge and proficiency in Word, Excel, Access, PowerPoint, Outlook, Internet

Medical software: Purkinje and Medicalia

Voice recognition tool: Crescendo

## **LANGUAGE SKILLS**

Bilingual – French and English

Spanish: read, spoken

## **HOBBIES**

Movies, reading, piano

Interested in medicine, animals, nature

Member of a tennis club (provincial competitions)

## **OTHER**

Driver's licence

First aid certification