

Terry L. Giffel

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Objective: Seeking a career in the related fields for which I have degrees. Paralegal, medical Transcription, secretarial/ clerical. I have experience in legal, medical, clerical and administrative duties.

Employment History:

Diagnostic Radiology Associates of Flint

Flint, MI

03/1994 - 08/2007 Medical Transcriptionist

Transcribed radiology dictation for a multiple-doctor facility dealing in a variety of procedures. Extensive training in transcribing mammography reports. Printing reports and filing.

Allen Funeral Home

Davison, MI

1995 - 2005 Consultant/office staff

Funeral coordinator and clerical duties. Coordinated funeral arrangements with families. Clerical duties involved in running the office, scheduling appointments, writing obituaries, contacting the necessary people to complete the arrangements, filing all necessary documents with the proper agencies, greeting and helping families and friends at their time of need.

Whiteys Restaurant

Davison, MI

1983 - 1988 Office Management, Hostess/Cashier

Office management responsibilities including paying bills, accounts receivable, organization of files and invoices, general office management. Cashier, hostess, greeting public and assisting them.

Oakdale Center for Development Disabilities

Lapeer, MI

1968 - 1976 Attendant Nurse 04

Providing direct care of patients, including daily care, passing out medications along with daily living activities.

Education:

Associates Degree

Major: Business Administration/paralegal
Baker College
MI

Certificate

Major: Medical Transcription
Mott Community College
MI

Skills and Abilities:

I have computer skills, transcription skills, and office management/office procedure skills. I am a self starter and can work well with others or alone.