
Leslie Denning
Assist-Pro Transcription & More

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Education

Barnes School of Business, Denver, Colorado
Lincoln University, Jefferson City, Missouri, B.S.
Central Missouri University, Warrensburg Missouri, M.A.
Virtual Business Training with Berg Business Training
CareerStep Medical Transcription Program (Certificate expected April 2010)

Work Experience

1995 to present
Transcription service and private music teacher

1992-1995
Central Parking System, Inc., Crown Center, Kansas City, Missouri
Front desk receptionist, answered phones, radio dispatch to garages,
issued parking cards (electronic system), secretary to project manager,
monthly newsletter (writing, editing, and layout)
Volunteer customer service training for Hallmark's Crown Center

I have also worked for Metropolitan Insurance, New England Life, The University of Oklahoma,
and Kelly Services doing many kinds of work including word processing, transcription, bulk mailing, etc.

Memberships

Association for Health Document Integrity
Momprenaire.com

Technology

Hardware

Notebook computer with Windows Vista
PC with Windows XP
DVD and CD writers
Scanner
Ink Jet color photo-quality printer
Laser color printer
Laser black & white printer
Digital camera
Micro-cassette transcription
Binding machine

Software

Microsoft Office Professional
Virus and Spy ware Protection
Stop Start transcription software
Carbonite on-line back-up
The Print Shop Pro
Adobe Reader 9
PDF Creator Plus
WSFTP Pro
WinZip Pro

Other

Credit card and E-Check payments
Free large file transfer
