



RAZELYN GASPAR

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

EHR/EMR (OCIS)
LIS
Microsoft Office
Microsoft Excel
Canva
Google Workspace
Discord
Notion
Skype
Whatsapp

PERSONAL PROFILE

A reliable and detail-oriented **Medical Virtual Assistant** with experience in customer service, administrative support, and team coordination. Skilled in managing schedules, handling client communications, and maintaining accurate records. Known for strong organizational abilities, adaptability, and a commitment to providing efficient, high-quality support across various roles and industries.

WORK EXPERIENCE

SHIFT SUPERVISOR | BARISTA TRAINER

Starbucks Philippines | 2018-2024

- Sales and Inventory management
- Improve operations efficiency and customer satisfaction.
- Teaching and Training , Team management
- Prepared detailed reports
- Organizes and plans essential central services
- Prepared and customized onboarding materials to support new baristas
- Conducted weekly skills assessments and training sessions..

LABORATORY ASSISTANT

St. Lukes Medical Center | Jan. 2022- Mar. 2022

- Specimen collection both onsite and offsite
- Conducted patient interviews for pre-analytical checks, enhancing sample accuracy and patient safety.
- Maintained detailed records of lab test census, supporting data integrity and efficient lab operations.

MARKETING ASSISTANT

Motortrade Nationwide Corporation | 2016-2017

- Sales and Service Report Management
- Stocks and Supplies Management
- Established and maintained effective communication channels with suppliers, customers, and branch teams.

INTERNSHIP

Quezon City General Hospital- Pathology Lab | 2023

- Prepare and analyze biological samples
- Data Recording and Releasing of results
- Contributing in lab operations and patient care

EDUCATION HISTORY

Capitol Medical Center Colleges

- Bachelor of Science in Medical Technology 2023