



ARNOLD S

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Exceptional Verbal & written communication
- Multi-tasking
- Critical thinking and problem solving
- Time management
- Appointment Setting
- Data Entry
- Advanced knowledge of basic office applications

TOOLS

Revolution EHR
Practice Fusion EHR
Crystal PM EHR
Google Sheets
Adobe Acrobat
Google Meet
Google Space
Canva
Weave
Ring Central
Skype
Zoom

PERSONAL PROFILE

A **Healthcare Virtual Assistant** with 2 and half years experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT

[Ophthalmology clinic](#) | January 2022 - July 2024

- Maintained positive work ethic and commitment to providing excellent healthcare service.
- Improve operations efficiency and customer satisfaction.

CHIEF MEDICAL TECHNOLOGIST

[Alphamed Diagnostic Laboratory](#) | 2021 – 2022

- Responsible for Quality Assurance in all 5 branches.
- Prepared detailed reports and Standardized SOP's and protocols.
- In charge for NEQAS performance in all 5 branches.

QUALITY ASSURANCE OFFICER

[Philippine Red Cross](#) | 2015 - 2018

- Conducts Trainings specialized on Blood Banking and Donor Recruitment Programs.
- Enhancing Donor Selection and Sustainability
- Standardizing Blood component preparation, Blood Handling and Releasing.

EDUCATION HISTORY

[Angeles University Foundation](#)

- Bachelor of Science in Medical Technology, 2014
- PAMET member since 2014
- Most outstanding Intern of the Year