



# JUDILENE I

## VIRTUAL TEAMMATE



### SKILLS SUMMARY

- Medical Terminology
- EHR/EMR Proficiency
- Appointment Scheduling
- Patient Communication
- Office Software
- Data Entry
- Adaptability

### TOOLS

Microsoft Office  
Google Workspace  
Skype  
Zoom  
Monday.com

### PERSONAL PROFILE

A professional respiratory therapist transitioning to the field of virtual assistance, bringing a unique blend of medical expertise, administrative proficiency, and exceptional interpersonal skills. Armed with a strong work ethic, commitment to accuracy, and a passion for helping others, I aim to contribute my skills and experience to a dynamic organization while providing top-tier virtual assistance.

### WORK EXPERIENCE

#### CHIEF RESPIRATORY THERAPIST

##### **San Antonio Life Care Hospital | Aug 2022-present**

- Manages the pulmonary unit's staff schedules, purchasing and inventory of supplies, preventive maintenance system (PMS) of mechanical ventilators and other machines under the department, and overall flow of the unit. Supervises the
- different services provided by the pulmonary unit.

#### STAFF RESPIRATORY THERAPIST

##### **San Antonio Life Care Hospital | Jan 2022-Aug 2022**

##### **Batangas Healthcare Specialists Medical Center | Aug 2020-Jan 2022**

- Performed different services provided by the pulmonary unit such as ECG, ABG, PFT, nebulization, and hooking and monitoring of breath-assisting machines.
- Responded to emergency cases and provided assistance in intubation and chest compressions.
- Worked alongside doctors, nurses, and other healthcare professionals to create treatment plans.
- Maintained accurate patient records, including treatment plans, progress, and therapy outcomes.

### EDUCATION HISTORY

#### **University of Batangas**

- BS Respiratory Therapy, 2019
- Received several outstanding academic achievement awards.
- Voted as president of respiratory therapy department for 2 years.
- Passed the Respiratory Therapist Licensure Exam in 2019.

Board Rating: 82.50

License No.: 0004726