



ALDRIN



CONTACT



EDUCATION

TERTIARY: Bachelor of Science in Business Administration Major in Operations Management



2016-2020

SECONDARY:



2010-2014

PRIMARY:



2004-2010

SKILLS

- Critical Thinking
- Time Management
- Project Planning
- Communication

CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job that provides me job satisfaction and self- development and helps me to achieve personal as well as organizational goals.

EXPERIENCE



Medical Receptionist/Cashier



March 14, 2024- PRESENT

- Create a appointment using Daidai system, Medtrix system and Patient Portal.
- Greet patients warmly and assist with check-in using Daidai system.
- Schedule appoinment and manage the clinics calendar efficiently
- Verify insurance information and collect co-payments and payments for services
- Answer phone calls, respond to inquiries, and direct phone calls to appropriate staff members
- Maintain patient records and update information if needed
- Ensuring waiting areas are clean, organized and comfortable for patients
- Collaborate with medical staff to ensure seamless patient flow and service delivery
- Handle administrative tasks such as filing and emailing documents
- Adhere to confidentiality protocols and respect patient privacy at all times
- Assist in resolving patient concerns and issues effectively and professionally

[REDACTED]
Receptionist

[REDACTED]
July 15, 2021 - January 15, 2024

- Greeted and checked in guests with a friendly and professional demeanor, ensuring a positive first impression.
- Managed guest reservations, handled check-outs, and processed payments accurately and efficiently.
- Provided exceptional customer service by promptly addressing inquiries, requests, and concerns, resulting in consistently high guest satisfaction scores.
- Coordinated room assignments and collaborated with housekeeping to ensure clean and ready accommodations.
- Assisted guests with concierge services, including restaurant reservations, transportation arrangements, and local attraction information.

[REDACTED]
Emergency Hired (Admin. Staff)

[REDACTED]
March 15, 2021 - June 15, 2021

- Coordinated and maintained office records, resulting in improved data accessibility and organization.

[REDACTED]

Nursing Attendant II (Emergency Hired)

[REDACTED]

September 21, 2020 - December 31, 2020

- Provided high-quality patient care by assisting with activities of daily living, including bathing, dressing, feeding, and mobility support.
- Monitored and recorded vital signs, such as blood pressure, heart rate, and respiratory rate, and promptly reported any significant changes to the nursing staff.
- Maintained a safe and clean patient environment, which included ensuring infection control measures and assisting with patient transfers.
- Demonstrated exceptional communication skills by effectively interacting with patients, their families, and the healthcare team to ensure a holistic approach to care.
- Participated in emergency response and code teams, demonstrating composure and quick thinking in critical situations.

TRAININGS

SHIP SECURITY AWARENESS TRAINING AND SEAFARERS WITH DESIGNATED SECURITY DUTIES

[REDACTED]

MARCH 18, 2023

BASIC TRAINING

NAUTICAL OPTIONS TRAINING INSTITUTE OF THE PHIL., INC.

[REDACTED]

March 6-15, 2023

STRENGTHENING THE MILLENNIAL SKILLS IN ADDRESSING ECONOMIC GLOBALIZATION AND SUSTAINABLE DEVELOPMENT

[REDACTED]

DECEMBER 12, 2019

TRAININGS

EMPOWERING STUDENT TRAINEES THROUGH EXPERIMENTAL AND SERVICE LEARNING

[REDACTED]

JULY 29-30, 2019

ON-THE-JOB TRAINING PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

[REDACTED]

October 1, 2019 - December 31, 2019

HILOT WELLNESS MESSAGE

[REDACTED]

November 28, 2019

REFERENCES

[REDACTED]

[REDACTED]

[REDACTED]

*I hereby certify that the above information is true and correct
to the best of my knowledge and
belief.*

[REDACTED]