

ABOUT ME

I embrace challenges, offer diverse experiences, and I am an agile learner. With 10+ years' experience in healthcare industry, I rapidly transitioned into the world of business and have worked on sales, marketing and currently managing a department. I am seeking to leverage my experience and passion towards a career in medical Virtual Assistant where I strongly believe I would be able to contribute and add value to the organization. My expertise in medical field, and being a detail-oriented with the ability to thrive in high pressure environments is my key qualification to fulfill any given task.

EDUCATION

MASTERS OF ARTS In BUSINESS ADMINISTRATION

University of Immaculate Conception

Class of 2016

BACHELOR OF SCIENCE In RADIOLOGIC TECHNOLOGY

Davao Doctors College

Class of 2006

EXPERTISE

Charge Entry

Leadership

marketing Strategy

Data management

TRAININGS

RADIATION SAFETY OFFICER

Sept. 20-23, 2022

Medical Billing

June 05, 2023

HIPAA Training

June 05, 2023

KAREEN

HIPAA-Certified Medical Associate

WORK EXPERIENCE

May 10, 2021 - Present

Radiology Department- Head

Ecoland Medical and Wellness Center, Inc.

- Supervise and direct Radiologic Technologists.
- Cascade policy implementation to section heads.
- manage workflow in the department.
- Conduct new hire orientation and training.
- Responsible for QA assurance.
- monitor and maintain inventory in every section.
- Process HMO approval in billing section for radiological procedures under certain insurances.
- Process Professional fee of Radiologists.
- All other duties in absence of Radiologic Technologist (Tele-radiography and transcribing of results).

February 26, 2019 - Present

FREELANCE ULTRASOUND APPLICATION

CONSULTANT (VIRTUAL ASSOCIATE)

Medi bay Medical Equipment Trading

- Provide full support to companies in a wide range of projects related to ultrasound equipment.
- Performed virtual ultrasound application demos to prospect clients and end users.
- Conduct virtual application training to the sales team, engineer and end users.
- Provide powerpoint presentation for online product presentation.
- Provide comparison report between ultrasound machine brands.
- Collaborate with Engineers from installation to implementation of the machine to ensure the delivery of the highest quality care and exceptional client service.
- Established and maintain client relationship to generate additional projects from current clients.
- Conduct post program analysis of activity providing insight and recommendations on future marketing activity.

MAY 29, 2017 - FEB 25, 2019

ULTRASOUND APPLICATION SPECIALIST

Elan Vita Diagnostic Solution

- Provide strategic planning and implementation based on market trends and forecasted revenue.
- Performed ultrasound application demos to prospect clients and end users.
- Participated in trade fairs and professional development conferences inside and outside the country.
- Worked to reduce business expenses and develop logical and advantageous operating plan budgets.