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**LIZETH LOZANO LAMERA**

Gyeonggido, Uiwang si Ojeondong 131 B01 Ho South Korea 437-823

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**JOB EXPERIENCE:**

**St. Lukes Medical Global City Philippines Heart Center**

Fort Bonifacio Global City, Taguig City, Philippines Quezon City, Philippines

***Dr. Kurt Glenn C. Jacoba***

***Cardiologist***

**Medical Secretary**

November 24, 2009- April 15, 2010

**Job Description:**

Performs secretarial tasks for Head doctors or Medical Team. Their duties include making billing statements for patients, compiling and recording medical charts

 **Responsibilities:**

* Assist doctors and hospital heads with office works.
* Make billing statements for patients
* Assist patients with their room assignment and other needs.
* Compiling medical charts
* Recording past and present medical records of patients
* Schedule check up appointments and medical appointments for patients
* Receive and send documents and test results to appropriate staff.
* Answer telephone calls, encode details and transfer to appropriate destination
* Perform book keeping duties like keeping receipts, prescriptions and other important files.
* Interview patients with their condition before passing to doctors.

**Expression Stationery Shop, Inc**.

**Data Controller**

3rd Level, Walter Mart Shopping Center

Pasong Tamo Ext., Chino Roces Ave. Makati City, Philippines

April 21, 2005 – March 3, 2006

**Job Description:**

     All-around electronically data operation as data input.

     Performs a limited variety of clerical duties for functional groups that may involve compiling and arranging data, making standard computation, processing and coding documents and maintaining records and files.

**Responsibilities:**

      Encodes data from sales form to company’s database system.

      Verifies and accepts all sales / application forms from sales agents.

      Prepares membership kits/ packages to be delivered by messengers

      Preparation of daily sales report.

      Monitoring / filing of sales form.

**EDUCATIONAL BACKGROUND:**

**School Attended / Address / Degree                                     Date Graduated**

**Olivarez College                                                                                    2006-2009**

Dr. A Santos Avenue , Sucat Road , Parañaque City, Philippines

Bachelor of Science in Nursing

**University of Makati**                                                                         **1999-2004**

J.P. Rizal Ext., West Rembo, Makati City, Philippines

Bachelor of Science in Computer Science

**Pateros National High School                                                                1995-1999**

P. Herrera St. Pateros, Metro Manila, Philippines

2nd Class Section

**Sto. Rosario Elementary School                                                            1989-1995**

College St,. Sto. Rosario Kanluran Pateros, Metro Manila, Philippines

5th Honorable

**TRAINING ATTENDED:**

**Store Skill Technical Training**

Sterling Paper Group of Companies

Simulation Room, Marilao Bulacan, Philippines

April 21, 2005 - May 7, 2005

**COMPUTER AND NON-TECHNICAL SKILLS:**

Computer Software

Microsoft Office (Expert), Adobe PhotoShop 7.0 (Basic), Macromedia Flash MX (Expert)

Soft Skills

Management Skills (setting priorities, anticipating needs), Analytical and Problem Solving Skills (identifying problems, reaching logical conclusions), Leadership (team building, staff coaching), Interpersonal / Social skills, Communications Skills, Administration Skills (typing / data entry, filing)

Programming Languages

HTML(Advanced), JavaScript (Basic), VBScript (Basic)

**PRIMARY RESPONSIBILITES**

      Effectively teaches patient/caregiver all aspects of self administration for home infusion.

      Administers medications and performs dressing changes.

      Initiates care plans and continuity of care.

      On-call duties as needed.

      Demonstrate respect for individuals with diverse cultures and religious beliefs.

      Non-judgmental, understanding and compassionate.

 Exhibit a service orientation to both staff and clients and a professional team player with a positive attitude.

      Demonstrate solid judgment about patient care.

      Demonstrate a sense of understanding and urgency for priorities.

PERSONAL PROFILE:

         Born on July 24, 1983 at Pateros Metro Manila . Married to Kim TaeHyun and in good health. Can speak in Filipino and English.