



# MANNY JUN LARDIZABAL, BSN

CERTIFIED HEALTHCARE VIRTUAL  
ASSISTANT

## PERSONAL PROFILE

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Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns.

## CERTIFICATES

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- Healthcare Virtual Assistance Certification
- HIPAA Certification
- Journey Through Nursing Profession: A Continuous Quest for Excellence
- Health Care Provider's Seminar
- ABC Interpretation to Massage Emergency Skills Update
- Pre-Summer Health Care Symposium

## EDUCATION

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Pines City Colleges  
Bachelor of Science in Nursing  
2007

## WORK EXPERIENCE

### **Networking Business | Dec 2017 - June 2021 - Independent Distributor / Mentor**

- Provides business opportunity, and companies to sell legitimate products through network marketing.

### **Teletech | April 2017 - Nov 2017 - Technical Support**

- Provides answers to questions from customers regarding use and trouble-shooting of equipment, usually over the phone.

### **Convergys | May 2016 - March 2017 - Customer Service Representative**

- Provides helpful information, answering questions, handling orders, and responding to complaints.

### **SynerG Outsourcing Inc | May 2012 - May 2016 - Team Leader / Supervisor**

- Delegating tasks to team members.
- Conducting training of team members to maximize their potential.
- Empowering team members with skills to improve their confidence, product knowledge, and communication skills.

### **Adrian's Medical Trading | April 2010 - June 2011 - Medical Representative**

- To promote and sell their company's products, whether that's pharmaceutical drugs or medical equipment.
- Monitored ongoing marketing campaigns Prepared presentations for prospective clients.

### **Watson | June 2007 - Oct 2010 - Pharmacy Assistant**

- Dispenses prescription medication and other medical products to patients under direction of licensed pharmacist.
- Counts pills, labels bottles, prices, and compounds medications to prepare prescriptions for patients as directed.

## SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently.
- Ability to work under pressure and multi-task.
- Ability to follow instructions and deliver quality results.