

# **KHAYCEE S. VASQUEZ**

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## ***QUALIFICATIONS:***

- Earned the Bachelor of Science in Nursing Diploma
- Knowledgeable of MS Office products and a computer literate
- Able to work and converse efficiently with all levels of colleagues, clients and other external contacts
- Willing to be train, work long hours, very responsible and honest
- Ability to work in a fast-paced environment, meticulous to details, attentive and organized
- Demonstrate good skills in managing client relationship and effective communication skills

## ***EDUCATION & CERTIFICATES:***

### **Philippine Rehabilitation Institutes (2008 to 2013)**

- Bachelor of Science in Nursing (diploma)
- Best in Clinical Performance (award)

### **Technical Education & Skills Development Authority (TESDA – 2023)**

- Care giving/Caregiver (NCII – Certificate)

## ***EXPERIENCE:***

### **Owner - SAN VAS RTW Manufacturing (May 2018 to current)**

### **Dental Receptionist/Dental Assistant (E-Smile Dental Clinic – Pasig City)**

- September 2023 to current
- Creating and assigning dental appointments for clients and providers
- Preparing dental charts. Processing payments and invoices for dental treatments
- Assisting dental providers while doing the procedure and assisting clients to assigned rooms
- Cleaning and preparing dental utensils before and after the procedures

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## **Clinic Nurse Assistant (Meralco Corporate Wellness Center – Ortigas Ave. Pasig City)**

- December 2015 to March 2018; August 2021 to February 2022
- Assisting patient in and out of the Facility & preparing patient for scheduled operation, lab x-rays and other appointments
- Conducting phone calls to patients, providers and other involved personnel in regards with their schedules, referrals and urgency of inquiries
- Assigned to prepare and change linens to all designated provider's room/clinic
- Providing assistance to doctors if needed
- Performing administrative duties (data entry of patients' billing information, processing patients' payments, creating schedules for patients & creating monthly reports)
- Assisting in Tele-consult for the employees/clients during COVID19

## **Receptionist (Vets in Practice Animal Hospital – Mandaluyong City)**

- April 2014 to April 2015
- Assisting patients on admission and assigning to respective doctors
- Trained and rendering First Aid to patient in case of emergency
- Responsible for preparing billing of in patients and out patients, taking care of patients' records
- Communicating with patients, providers and others through phone, emails and in person
- Creating schedules for clients and doctors

**References are available upon request.**