

RICA GRAFIA REYES, RMT

OBJECTIVE

Primary objective is to provide efficient, compassionate, and high-quality care to patients while ensuring the smooth operation of the company. To be engaged in a reputable company or institution where I can impart my skills and knowledge gained in school and work experiences to easily compete in all areas of work.

WORK EXPERIENCE

SECRETARY | 2023 - 2024

Fort Pilar, Zamboanga City Philippines

Organizing office tasks such as scheduling appointments and events, managing correspondence via emails and calls, and being the main contact for both internal and external parties. Distributing memos and updates for effective communication. Handling product returns/exchanges for customers and managing inbound/outbound calls. Maintaining secure and organized records while ensuring confidentiality. Welcoming visitors and clients professionally.

MEDICAL SECRETARY/ASC ENCODER | 2022-2023

Rizal Street, Zamboanga, Zamboanga del Sur

Manage medical office tasks like scheduling, referrals, and record-keeping. Input patient data following coding standards, ensuring confidentiality with healthcare providers and insurers. Provide excellent customer service while overseeing administrative duties. Facilitate annual physical exams by collecting specimens like blood, urine, and stool.

CONTACT TRACER | 2020-2021

35 Estrada St, Zamboanga, 7000 Zamboanga del Sur

Interview confirmed cases, trace contacts, and inform at-risk individuals about testing and quarantine guidelines. Maintain confidentiality, document interactions accurately, and collaborate with healthcare professionals for effective tracing. Approach contacts empathetically, conduct follow-ups, and assess risk based on exposure details.

CONTACT ME

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- Betty II, Sta. Catalina, Zamboanga City

EDUCATION

- *2005-2011*
Don Gregorio Evangelista Memorial School
Sta.Catalina, Zamboanga
- *2011-2015*
Zamboanga City High School
- Main
Tetuan, Zamboanga City
- *2015-2019*
Universidad de Zamboanga

Bachelor of Science in Medical Technology

SKILLS

Communication skills,
Teamwork and Collaboration,
Organizational Skills,
Adaptability,
Time Management,
Computer literate