REGINE N. BELANDO

B3 L14 Reaville Subdivision Barangay 7, Tanauan City, Batangas Phone: 09971026056
belandoregine02@gmail.com

SKILLS AND QUALIFICATION SUMMARY

- **Highly organized, systematic, and flexible with the ability to work both independently and as part of a team**.
- **Eager to learn , motivated and able to work in a variety of settings and different situations**
- **Committed, hardworking with sense of professionalism**
- **Can work under pressure and with a minimum supervision**
- **Productive and responsible, inherent initiative and work ethics**
- **Proven experience as a medical secretary or similar administrative position**
- **Familiarity with basic bookkeeping**
- **Knowledge of MS office, databases and EHR systems**
- **Outstanding communication skills**

EMPLOYMENT HISTORY

Company: ***Uni-President Philippines Corporation***
April 2022-September 2023

Position: Nursing Aide

- **Answer calls, signal, bathe, dress and groom them**
- **Measure blood pressure, temperature, pulse and breathing**
- **Record fluid intake and output**
- **Give medicines, suppositories, colonic irrigations and enemas**
- **Give first aide in emergencies**
- **Supervise exercise routines, set up leisure activities and join patients on outdoor activities**
- **Minor patient's progress, symptoms and behaviour, and report key observations**
- **Documents patient care on charts**
- **Transport patients by wheelchair and stretcher for treatment and surgery**
- **Carry messages, reports, forms and specimens between departments**
- **Do office work**

Company: ***St. Frances Cabrini Medical Center***
August 2016-September 2020

Position:Medical Secretary & Registration Staff under Medical records Department

- **Receiving and assisting patient as needed**
- **Type documents**
- **Maintain detailed patient and medical records**
- **Manage office communications**
- **Schedule appointments**
- **Wok with insurance company to process claims**
- **Process invoices,bills and payment**

SEMINARS AND TRAINIG ATTENDED

- **Health Seminar on Generic Awareness**
  September 23, 2014
  MMMC Lilia M. Magsino Hall

- **Health Seminar on Obesity Prevention**
  September 25, 2014
  MMMC Lilia M. Magsino Hall

- **Health Seminar on Cancer Pain Awareness**
  November 18, 2014
  MMMC Lilia M. Magsino Hall

- **Health Seminar On How to Prevent Goiter**
  January 22, 2015
  MMMC Lilia M. Magsino Hall

- **On Job Training**
  July – October 2015
  Lipa District Hospital, Batangas

  November 2015 – March 2016
  Mataas na Kahoy Community Hospital

Competency Assessment Taken
National Certificate II (NC II) – Health Care Services
St. Augustine School of Nursing , Lipa Campus
Issued on: June 23, 2022
Valid until: June 22,2027
NC II Holder

EDUCATION BACKGROUND

Program: Tertiary: St. Augustine School of Nursing
2015-2016 Practical Nursing
Lipa City, Batangas

REFERENCES: Available Upon Request