



TRISHA ANN ASIS MAGTALAS

To use and improve my interpersonal skills to achieve the standards of the company that focuses on customer satisfaction and customer experience.

→ 37 Mariveles St, Brgy. Highwayhills, Mandaluyong City
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E-mail Address: trishamagtalas22@gmail.com

Relevant Experience

MJM MEDICAL CLINIC

Unit 2012 Jollibee Plaza, Ortigas Center, Pasig City
Medical Secretary
February 01, 2020-June 30, 2020

Health Cube Greenhills, Inc.

241 Shaw Blvd. Bagong Silang Mandaluyong City.
Medical Associate - Reliever
March 19, 2021 - July 18, 2021

SuperCare Medical Services, Inc

573 Patria Building. Maria Orosa Corner Engracia Reyes SFs Ermita Manila -
Assessment Staff
September 06, 2021 - October 30, 2021
- Laboratory encoders
November 04, 2021-December 31,2021

St. Paul College of Makati

5539 D.M Rivera St.Poblacion, Makati City 1210 Metro Manila
Registrar Staff
January 3, 2022 - June 13, 2022

De La Salle-College of Saint Benilde

2544 Taft Ave, Malate, Manila, 1004 Metro Manila
-Registrar Staff
October 3, 2022 - September 30, 2023
-Center for Learning Resources
Library Clerk
October 3, 2023 - Present

Training and Seminars

CAB; Glocally Competitive Beyond Borders – January 18, 2016
National Teachers College, Manila
The Time with Glocally Competitive CAB Alumni January 22, 2016
National Teachers College, Manila
Global Youth Summit 2016 - February 6, 2016
SM Mall of Asia Arena
• Great Communication; The key to Positive Relationship – December 17, 2016,
National Teachers College, Manila
Business Lecture Forum 1 – January 17, 2017
National Teachers College, Manila
Business Lecture Forum 2 – January 17, 2017
National Teachers College, Manila
Business Lecture Forum 3 – January 18, 2017
National Teachers College, Manila

Character References:

Hermonica M. Vidal , - Optometrist
Mandaluyong City, Metro Manila

Yolanda De Lucas, - Senior Immigration Officer.
Bureau of Immigration - Paranaque City, Metro Manila

Mellicent Zoe D. Felipe, - RN
Mandaluyong city, Metro Manila

Professional Skills

- Time Management
- Strong Interpersonal
- Ability to work independently or as a team
- Able to be a good leader and a follower
- Computer literate in Windows-based software such as MS Word, Powerpoint, and Excel.
- How to manage the schedule.
- Record Filing.
- Communication skills.

Educational Background

National Teachers College
NTC Manila
Bachelor of Office Administration–
June 2015 – October 2019

NAMEI Polytechnic Institute
Mandaluyong City
June 2011 – March 2013

St. Monique College of Manila
June 2013-March 2015

Dona Pilar Elementary School
Mandaluyong City, Philippines
June 2003 – March 2011