

# MARA NAZARETH VELASCO

CERTIFIED HEALTHCARE VIRTUAL ASSISTANT  
REGISTERED MEDICAL TECHNOLOGIST



## PROFILE

Motivated, focused and hard working medical professional who is eager and willing to develop in the field of medical and administrative skills, also to constantly grow and mature personally and professionally.

## WORK EXPERIENCE

### Registered Medical Technologist

Health Link Baguio Corporation  
September 2019- September 2021

- Collect and prepare blood, urine and tissue samples for analysis
- Examine collected samples and identify necessary findings and any cell abnormalities
- Perform quality control and daily maintenance of the machine for calibration
- Maintain laboratory inventory levels and if necessary, place orders for new supplies
- Prepare needed requirements and documentations for laboratory licensing and accreditation under the Department of Health
- Document detailed reports about the test results and findings in respective log books or record books

### Registered Medical Technologist

The Camillian Sisters Maria Domenica Polyclinic & Rehabilitation Center, Inc  
September 2018- August 2019

- Blood extraction, urine and other body fluids collection is done for analysis and testing
- Collaborate with the pathologist and other medical specialists to determine correct diagnosis if cell abnormalities are discovered and any other concerns encountered during analysis
- Maintain a safe and clean working environment by adhering to safety procedures and regulations
- Present test results to physicians for review and evaluation before releasing it to the patients

## SKILLS

- *Practice fusion*
- *Medical scribing*
- *Medical and dental billing*
- *Medical and dental coding*
- *Legal research*
- *State professional and occupational licensing- Healthcare*
- *Team management*

## CERTIFICATIONS

- *Hello Rache Healthcare Virtual Assistant Certification*
- *HIPAA Certification*
- *Manual of Operations for Screening Drug Testing Laboratories*
- *Registered Medical Technologist 2018*

## EDUCATIONAL BACKGROUND

Bachelor of Science in Medical Technology  
Pines City Colleges | 2017