



PROFILE

Dedicated individual with specialty experience in nursing. Developed strong administrative skills through my current work experience as a medical administrative coordinator for (8) eight years.

Reliable and hardworking administrative assistant with proven organizational skills and time management. Excellent communicator and provides exceptional customer service.

CONTACT

PHONE:
+966508195126

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Avanzado.clarice@gmail.com

SKILLS

Patient Care
Customer Service
Team Player
Verbal and Oral Communication
Adaptability
Organization
Administrative
Basic Designing
Basic Computer

LANGUAGES

English
Filipino

CLARICE ANN C. AVANZADO

WORK EXPERIENCE

Medical Administrative Coordinator

King Saud University Medical City

March 2015 - Present

- Manages Post Graduate Programs
- Manage the doctors' whole year schedule
- Supervise activities, attend meetings and prepare the minutes of the meeting.
- Manage communications from various departments and hospitals.
- Assist in the preparations for workshops and conferences.
- Prepare documents for accreditations

Technical Support Representative

Sutherland Global Services

January 2013- January 2015 (with award of excellence)

- Provides customer service
- Interview customers and provide solutions to technical issues
- Perform data entry
- Schedule and confirm schedules

EDUCATION

Bachelor of Science in Nursing, 2012

- With accumulated 2000 hours of patient related learning experience

CERTIFICATIONS

Introduction to Caregiving, 2022

TESDA, Online Programs

Basic Life Support, 2024

CPR-PRO for the Professional Rescuer, American Safety and Health Institute.

Annual Safety Program Awareness, 2023, KSUMC

Disaster Preparation Awareness, 2023, KSUMC

Infection Control Course, 2023, KSUMC

TRAINING AND WORKSHOPS

- Performance Management System for King Saud University Medical City
- Infection Control Basic Mandatory Course (annually)
- Minimally Invasive Surgery, 2018
- SLS Congress Meeting, March 2018
- Hemostasis and Laparoscopic Surgery, March 2018
- Baby Friendly Hospital Initiative & Support Course, October 2018
- Saudi Laparoscopic Society Annual Congress 2019

References

Upon request.