Marites
Marites.339773@2freemail.com

I am seeking a challenging position in a dynamic and flexible organization that will allow me to use my organizational and communication skills to my fullest.

**Key Skills:**

* Highly motivated, goal and quality oriented, and ethical in dealing with others.
* Knowledge in Microsoft office
* Systematic ability to multi-task, prioritizes, and performs well under pressure.
* Tolerant and flexible, can adjust in different situation.
* Excellent in customer service skills, attentiveness, dealing with other and both employees and clients.

**Work Experiences:**

**X-ray Technician/Ultrasound Secretary**

**Our savior Hospital Rosario, Cavite Philippine**

**(May 2002 to December 2016)**

**Duties and Responsibilities:**

* Prepare patients for diagnostic examinations
* Assist doctor’s notes as to why exam is being performed.
* Take medical record and histories of patient.
* Explain procedure to patient.
* Sort all the x-ray film examination, for reading of doctor’s.
* Do typing for the x-ray results.

**Secretary**

**Mother of Perpetual Help Ultrasound clinic, Trece Martirez, Cavite**

**(October 1995 to September 1998)**

**Duties and Responsibilities:**

* Answer and direct calls and take messages.
* Compile copy, sort and file records and other activities.
* Operates office machines, such as photocopies and scanners

**Sales lady**

**SM Department Store, Bacoor, Cavite (November 1998 to September 2000)**

**Duties and Responsibilities:**

* High levels of customer satisfaction through excellent sales service.
* Assess customer’s needs and provide assistance and information on product features.
* Welcome customers to the scores and answer their queries.
* Build productive trust relationships with customers.

**X-ray Technician**

**Del Rosario Hospital Tanza,Cavite Philippines**

**(July 1991 to September 1995)**

**Duties and Responsibilities:**

* Prepare patients for diagnostic examinations.
* Read doctor’s notes.
* Take medical record and histories of patients.
* Explain procedure to patient.
* Position patients so that the parts of the body can be appropriately radiographed.
* Position radiograph equipment at the correct angel height over the appropriate are of the patient’s body.
* Adjust and maintain equipment.

**Personal Details**

Education: Associate in Radiologic Technology - Emilio Aguinaldo College -

Philippines

**Character References**

Available upon request.

I certify that all the above mentioned details are true and correct.