****[**REMPIS.367211@2freemail.com**](mailto:REMPIS.367211@2freemail.com)

**MAGNA CUM LAUDE**

**BACHELOR OF ARTS major in MASS COMMUNICATION**

Far Eastern University, Manila

Related Coursework: Advertising, Drama and Theater Arts, Journalism, Radio and Television Production, Photography, Broadcasting, Investigative Journalism, Communication Research

**COMPETENCIES**

**Communication**

* Proficient in the English and Filipino language
* Possess good communication and interpersonal skills
* Reached Advanced Working Proficiency in the TOEIC Exam

**Technical**

* Microsoft Office, Excel and Outlook
* Basic Editing
* Internet Application

**Employment History\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**BURJEEL HOSPITAL, ABU DHABI, UAE (JCI Re-Accredited)**

Neonatal Intensive Care Unit, Ward Secretary/Clerk

September 2014 – December 2016

**Role and Context**:

* Knowledge in SAP
* Prepare reports, documents, statistics, KPIs in the unit
* Performs clerical duties to maintain an organized healthcare office
* Maintains a line of communication between the patient and clinical staff
* Answering phones, making copies, scheduling appointments and maintaining supplies
* Admit patients, administer and maintain patient records and coordinate billing
* Communicates with the clinical staff to ensure all appropriate patient information is gathered
* Takes and transcribe minutes of the meeting and dictations
* Collate information and maintain databases
* Handle incoming mail, answer telephone queries

**Seminars / Trainings Attended:**

* **Participant, Guinness World Records**

**Largest Simultaneous Self Examination for Breast Cancer**

Convention Center, Zayed University, 15th October 2014

* **EHSMS Training**

Burjeel Hospital, Abu Dhabi, UAE

(07 July 2015)

* **Infection Control Training**

Burjeel Hospital, Abu Dhabi, UAE

(06 July 2015)

* **Fire And Safety Training**

Burjeel Hospital, Abu Dhabi, UAE

(05 July 2015)

* **Infection Control Competency**
* Burjeel Hospital, Abu Dhabi, UAE

(October 2014)

**RCBC SAVINGS BANK, PACIFIC PLACE**  
RCBC Savings Bank, Pacific Place Branch, Philippines

Customer Relations Assistant

September 18, 2013 – March 18, 2014

**Role and Context**:

* Attends to customer queries
* Attends to queries over the phone, fax or email.
* Handles documents files, clients information
* Organizes files on database
* Creates daily reports
* Provides competent, timely, error free service to clients
* Delivers reliable administrative support and customer service
* Provides clear, accurate and relevant information
* Maintains a strong knowledge of products of the company

**Seminars / Trainings Attended:**

* **Counterfeit Detection Seminar**  
  October 25, 2013  
  Learning Resource Center, Ortigas Center, Pasig City
* **Signature Verification & Forgery Detection**October 23, 2013  
  Learning Resource Center, Ortigas Center, Pasig City
* **Image Enhancement and Business Decorum**  
  New Horizon Hotel, Boni Avenue, Mandaluyong City  
  October 5, 2013
* **New Employee Orientation**  
  October 2, 2013  
  New Horizon Hotel, Boni Avenue, Mandaluyong City

**Training / Work Related Experiences\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**ADVANCE MEDIA BROADCASTING SYSTEM, WOW FM**  
Intern/ Trainee  
April 2012 – May 2012

**EDUCATIONAL BACKGROUND\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FAR EASTERN UNIVERSITY, MANILA**

Bachelor of Arts major in Mass Communication

Magna cum Laude

2009 - 2013

**TRAININGS ATTENDED**

* **Scriptwriting Workshop with Ricky Lee**  
  University Conference Center, Far Eastern University, July 31, 2012
* **Social Media for Social Change**  
  January 12, 2012  
  Far Eastern University Auditorium
* **EMI: Equipping Mass Comm. for Internship**  
  December 01, 2011  
  University Conference Center, Far Eastern University

**PASIG CHRISTIAN ACADEMY**

Dr. Sixto Antonio Ave. Caniogan, Pasig City

Secondary Education

Gloria Macapagal Arroyo Culture & Arts Awardee

2004 - 2008

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**CANIOGAN ELEMENTARY SCHOOL**

Kalinangan Street, Caniogan, Pasig City

Primary Education

1999-2004

**PERSONAL PROFILE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Height : 5’1

Age : 22

Birthday : February 10, 1992

Age : 23

Gender : Female

Religion : Iglesia ni Cristo (Christian)

Status : Single

Language : English and Filipino