

**EDDY**

**EDDY.372430@2freemail.com**

**OBJECTIVE:**
Seeking for a position with an opportunity to build a long-term career in **Healthcare/Customer service** for career growth and thus utilizing interpersonal and intrapersonal skills with my experience, qualifications and technical knowledge.

**PERSONAL DETAILS:**

Date of Birth : 24/10/1993
Sex : Male
Marital Status : Married
Languages known : English, Intermediate – *valid IELTS Band Score of 6.5*

Languages known : Tagalog, Mother Tongue

Place of Issue : Philippines
Date of Expiry : 22/2/2021
Visa Status : Tourist/Visit

* **EXPERIENCE SUMMARY:**

***GENERAL***

1. Welcomed patients and visitors by greeting them, both in person or on the telephone; answered and discussed their inquiries which cleared out doubts and unawareness.
2. Enhanced patients' satisfaction by scheduling appointments in person or by telephone: Forwarded calls to the right personnel in charge.
3. Kept patient appointments on schedule and monitored by informing staffs of patient's arrival; observed service rendering compared to customers’ schedule and kept them at ease if there is any delay.
4. Avoided customers’ anxiety by responding to their worries; ensured that service will be provided.
5. Accustomed on computer applications needed to be used, thus guaranteeing accurate information protection, processing and availability.
6. Kept patient accounts monitored by attaining, recording, and updating personal and all valuable information.
7. Released test results directly to the patient or to the medical staff concerned.
8. Executed inventory checking on time to avoid supplies, reagents, and materials unavailability.
9. Multitasked by acting as assisting patients and organizing laboratory procedures at the same time, minimizing workload tensions to other colleagues.

***TECHNICAL EXPERTISE***

1. Confirmed patient identification before routine specimen extraction/collection using appropriate container and techniques, reducing pre-analytical errors.
2. Performed haematological examination such as complete blood count, Prothrombin, Activated Partial Thrombin Time, Reticulocytes count, malarial smear and Erythrocytes sedimentation Rate.
3. Executed microscopical analysis of urine, stool, semen analysis and pregnancy test.
4. Operated the centrifuge machine for urinalysis and test for microalbuminuria, occult blood and enzyme linked immune assay for E. Histolytica.
5. Performed routine and complex blood chemistry tests using Vitros Machine and BT-100 machine.
6. Executed immunological and serological examination such as rheumatoid factor, complement factor C reactive protein, fertility work up and thyroid function test using Mini-Vidas machine.
7. Experienced in minor blood banking techniques and practices
8. Practiced technical judgment to recognize unusual or abnormal findings and refer to the senior laboratory personnel.
9. Performed pre-employment and Annual Physical Examination.
* **WORK EXPERIENCE:**

*MEGAHEALTH LAGUNA DIAGNOSTICS INC*

**MEDICAL TECHNOLOGIST/RECEPTIONIST**

October 2016 – July 7, 2017

**PRIMARY FUNCTIONS:**

*Taking responsibility in accepting patients’ inquiries and needs, specimen extraction/collection, performing routine laboratory test requests according to laboratory section’s SOP’s using manual and automated method.*

*CALAMBA MEDICAL CENTER HOSPITAL*

**MEDICAL TECHNOLOGIST/RECEPTIONIST**

MAY 2015 – July 5, 2016

**PRIMARY FUNCTIONS:**

*Responsible in attending patients’ concerns and maintaining the reception area, specimen extraction/collection, performing routine and complex laboratory analysis following procedural technique according to the laboratory section using manual and automated method.*

* **ACADEMIC QUALIFICATIONS:**

**Tertiary : Bachelor of Science in Medical Technology**

 **University of Perpetual Help System – DALTA (2014)**

Calamba Campus –Paciano Rizal, Calamba, Laguna, Philippines, 4027

 **Secondary : Asian Computer College**

Doctora’s St., Mayapa, Calamba, Laguna

 **Elementary : San Ramon Elementary School**

Canlubang, Calamba, Laguna, Philippines

* **PROFESSIONAL MEMBERSHIP:**

Philippine Regulatory Commission: Registered Medical Technologist

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