

**ROANNE**

**ROANNE.373503@2freemail.com**

**OBJECTIVE** To work in an environment that motivates excellence, passion for work and loyalty towards the organization that will strengthen my personal character, which will enable me to become more competitive in my chosen field of endeavor.

**PERSONAL**

**INFORMATION** Age: 26 Years Old

Birth date: August 16, 1991

Birth place: Victoria, Oriental Mindoro

Height: 5’2

Sex: Female

Religion: Roman Catholic

Civil Status: Single

Nationality: Filipino

Language: Tagalog and English

**EDUCATION**  A.Y. 2007 – 2012

 **University of Makati**

(J.P Rizal Extension West Rembo Makati City)

 Bachelor of Science in Nursing

 A.Y. 2003 – 2007

 **Good Shepherd Academy**

 (Poblacion I Victoria Oriental Mindoro)

**WORK**

**EXPERIENCE Arriva Medical Philippines**

 **Medical Records Representative**

(June 10, 2013 – March 15, 2016)

21-23/F Bonifacio One Technology Tower, Rizal Drive corner 31st Street, Bonifacio Global City, Taguig City, Metro Manila Philippines

**SKILLS**

* Ability to multi-task in a fast-paced environment.
* Highly organized and can work independently as well as with a team.
* Strong interpersonal skills and the ability to communicate with many different levels of employees.
* Can perform assigned duties and responsibilities as assigned.
* Computer Literate: Windows; Word; Excel; PowerPoint
* Good in relating with other people
* Good communication skills
* Fast learner
* Flexible in every task