

# Aijin Fermin

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## Summary

I have excellent time management skills according to my peers as we are always loaded with deadlines in medical school (currently on leave for 5-6 months). I also have great organizational skills with aids in being able to manage my time properly in order to do all tasks expected of me. I have experience in working in HR for 3 months during my OJT in 2017. I have been appointed as treasurer in medical school which signifies that I can be responsible. I also voluntarily make schedules and announcement for my class to keep them up to date on the weekly events in school.

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## Career history

**Human Resources Role Intern** at Easy Avenue Medical Center  
Jun 2017 - Aug 2017 (3 months)

I aided in managing paperwork at the HR department, making sure the proper data was encoded in the system for each patient at the hospital, helped in scheduling appointments, and once aided in initial candidate screening. As an intern, I would also help in implementing company policies by dissemination to the different departments at the hospital.

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## Skills

Psychology, HR Management, Organised, Time Management, Hard Working, Willingness to Learn, Self Motivation, Data Entry

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## Languages

English, Tagalog

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## Education

**Doctor of Medicine** from FEU NRMF

Expected finish May 2026

On my year second of medical school (1st semester), I was the class representative for behavioral science class to disseminate any announcement given by the department (i.e. schedule of exams, projects, announcements, venues)

On my second year of medical school (2nd semester), I was the class representative for pediatrics class to disseminate any announcement given by the pediatrician department (i.e. schedule of exams, projects, announcements, venues)

On my third year of medical school (2nd semester), I was appointed treasurer of the class to oversee budgeting, financial reporting, as well as cash management whenever there are school events

**Bachelor of Psychology (Science) from Miriam College Foundation**

Finished 2018

- Certificate of Participation for attending the 11th Consortium of Women's Colleges Psychology Research Forum 2017 at St. Scholastica's College Manila

- Certificate of Nomination for exceptional academic performance in Personality during the first semester of 2015-2016 given by the Department of Psychology of Miriam College

Certificate of Appreciation for contributing in the conduction of a fund raising project for Damascus Foundation, Inc on May 2015