



# ARMIELYN DULCE AGUINALDO

## CAREER OBJECTIVE

- To be a part of corporate organization that has an uncompromising commitment to personal growth, a demand for strong leadership, intellectual integrity, critical thinking and respect to people.

## PERSONAL INFORMATION

*Birth Date* August 15, 1993  
*Birth Place* Trece Martires City, Cavite  
*Age* 27 years' old  
*Gender* Female  
*Citizenship* Filipino  
*Height* 5 feet 0 inches  
*Weight* 132 lbs  
*Religion* Iglesia Ni Cristo  
*Languages* Filipino & English  
*Civil Status* Single

### **Home Address:**

Lt 0003 blk 8 St. Pinewood  
Village Alapan 1C, Imus City  
Cavite

### **Mobile Phone:**

+639654462290

### **Email Address:**

armielynaguinaldo@gmail.com

## PROFESSIONAL EXPERIENCE

- **Paredes Primary Care Center**  
MI Paredes Bldg. Emilio Aguinaldo Highway, Imus Cavite  
Position: HMO Officer/Admitting Officer (2017-2018)
- **Our Lady of the Pillar Medical Center**  
Tamsui Bayan Luma IV , Imus Cavite  
Position: HMO Officer (2018-2023)

## JOB DESCRIPTION

- **HMO Officer**
  - Entertain queries of HMO cardholders
  - Coordinates with the doctors about the exact diagnoses for laboratory request for HMO approvals
  - Informs coordinator about the admission
  - Coordinates with the Billing staff about the LOA and coverage
  - Encode All Out- Patient and In- Patient for Bill
  - Assist in the issuance of LOA for all member patients
  - Efficient records- keeping
  - Assist discharge patient
- **Admitting Officer**
  - Interview incoming patient or representative and enter information required admission into computer
  - To record name, address, age, religion, persons to notify in case of emergency, attending physician, and individual or insurance Company responsible for payment of bill

- Explain hospital regulations, such as visiting hours, payment of accounts
- May assign patient to room or ward

➤ **Jem Tronics Solution Inc.**

Blk 53 Lot 6 unit 6-B G. Araneta Ave, Katarungan Village Muntinlupa City

Position: Admin Staff/Accounting/Staff/Sales Coordinator (2009-2016)

## **JOB DESCRIPTION**

- **Finance and Accounting Officer**
  - Encoding and proper filing of documents
  - Weekly budgeting schedules
  - Check and vouchers payable preparation
- **Admin / Sales Coordinator**
  - Quotation and billing preparation
  - Monitoring schedules of inventory
  - Monitoring schedule of sales delivery
  - Perform other task assign

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## **EDUCATIONAL BACK-GROUND**

### **TERTIARY**

**Cavite State University – Imus Campus**

Bachelor of Science in Office Administration

Palico IV, Imus Cavite

April 2015 – Graduate

### **SEMINAR ATTENDED**

- **Team Building**
  - 3 steps of success
  - Labor Standard 101: Employment Guide for Student and Job Seeker
  - Maliksi Farm, Brgy. Malagasang, Imus Cavite
  - August 22, 2014

## **SPECIAL SKILLS**

- Computer literate such as Internet and Windows application, including Microsoft Word and Microsoft Excel.

## **REFERENCE**

**RUPERT C. CALILIW II**

HR Staff

ICONS Development Corp.

6<sup>th</sup> floor, unit I, West gate Tower, Madrigal Business Park

Ayala Alabang, Muntinlupa City

Contact Nos. (02) 807 - 1692

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

**Armielyn Dulce Aguinaldo**

Applicant's Signature