

Brent Louise F. Guinita

+63 9971991914 • brentlouisseg@gmail.com



OBJECTIVE

Dedicated and driven individual with a passion for precision and a knack for efficiency. Eager to leverage my skills and expertise to contribute effectively to a healthcare team, ensuring optimal patient care and operational efficiency.

CORE COMPETENCIES

- Administrative Support
 - Patient/Client Communication
 - Research and Development
 - Data Entry
 - Cash Flow Management
 - Laboratory Skills
 - Documentation and Record-keeping
 - Workflow Optimization
 - Technical Writing
-

TOOLS PROFICIENCY

- Google Workspace
 - Microsoft Office
 - Notion
 - Asana
-

EXPERIENCE

JM Concepts

Freelance Executive Assistant

January 2023 - February 2024

- Managed audit department including statement of accounts, payroll preparation, invoicing, and PDC/Acknowledgment receipt processing.
- Organized and executed data entry for business cash inflow and outflow.
- Provided support for email correspondence, travel arrangements, calendar management, and appointment scheduling.
- Devised a centralized sheet to streamline business components.
- Monitored employee track records, attendance, ongoing projects, and collaborations with other companies/individuals.

Dmitri Ricq, New York

Freelance Research Associate

July 2022 - July 2023

- Conducted comprehensive literature reviews by consolidating various publications and synthesizing data.
- Developed and delivered visually appealing presentations derived from journals for presentation to the board of panel.
- Produced high-quality written work, including research papers, reports, and syntheses.

Commission on Elections

DESO Technical Support

November 2021 - May 2022

- Provided administrative support during project planning and implementation phases.
 - Diagnosed and resolved technical issues related to operating systems, software applications, and hardware components.
 - Collaborated with cross-functional teams to escalate and resolve technical problems.
-

EDUCATION

Southwestern University

Doctor of Medicine

2022 - 2024

Central Mindanao University

Bachelor of Science in Biology

Major in Molecular Biology and Biotechnology

2018 - 2022