





# Gladys Bleast Battad

## About Me

I am enthusiastic, reliable, responsible, self-motivated and a hard working person. I pay attention to details which helps me a lot in completing my work. A mature team worker and an adaptable to challenging situations. My personal interest/s is writing and to what the future holds for me.

## Contact

 +63 991-3525-786

 battadgladysbleast@gmail.com

 Davao City

## Skills

- Encoding
- Writing
- Problem Solving
- Goal Oriented
- Time Management

## Language

- English
- Filipino

## Education

**(2021-2023)**

**JOSE MARIA COLLEGE FOUNDATION INC.**

Science, Technology, Engineering, and Mathematics (STEM)

**(2023-2024)**

**UNIVERSITY OF MINDANAO**

Bachelor of Nursing  
undergraduate

## Experience

**(Jul. 2023 - Sept. 2023)**

**ON-CALL ENCODER**

Buhangin Medical Center and Diagnostic Co.

- encode patient's medical results in microsoft excel

**(March 2024 - August 2024)**

**VIRTUAL ASSISTANT**

Work From Home

- schedule a drive appointment between patients and drivers
- give a customer support, provide solution to the problems