

IRENE G. SIMON

MEDICAL VIRTUAL ASSISTANT

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PROFESSIONAL SUMMARY

Dedicated English teacher with three years of experience, transitioning into a Medical Virtual Assistant role. Skilled in communication, organization, and digital platforms, with strong attention to detail and empathy. Experienced in managing schedules, preparing documents, and adapting to fast-paced environments. Committed to providing reliable and compassionate support to healthcare professionals.

EXPERIENCE

PROFESSIONAL TEACHER

Top Achiever Private School, Inc.
August 2022- May 2025

- Classroom Management
- Lesson Planning & Preparation
- Instruction & Facilitation
- Assessment & Evaluation
- Teamwork with Colleagues

MEDICAL VIRTUAL ASSISTANT/ INSURANCE SPECIALIST

July 2025 -May 2026

- Managed patient scheduling and appointment coordination
- Verified insurance eligibility and benefits
- Maintained accurate EHR/EMR records and data entry
- Supported medical billing, claims processing, and RCM
- Processed prior authorizations and referrals
- Maintained strict patient confidentiality and data security
- Provided patient support via phone and email

CORE SKILLS

- Communication and interpersonal skills
- Organization and time management
- Digital literacy (MS Office, Google Workspace, online platforms)
- Administrative support and accurate record management
- Patient coordination and appointment handling
- Problem-solving and adaptability
- Confidentiality and attention to detail
- Empathy and professionalism
- Medical Scheduling Patient
- Communication Customer service Data
- Entry Email Management Calendar
- Management Medical Record
- Management HIPPA Awareness
- Administrative Support Attention to Detail
- Microsoft Office Google Workspace CRM
- Software Problem Solving Multitasking
- Team Collaboration

EDUCATION

BACHELOR OF SECONDARY EDUCATION- MAJOR IN ENGLISH

Philippine Normal University- North
Luzon Campus

August 2018-2022

CERTIFICATIONS

- PROFESSIONAL TEACHER
- (2021) OXFORD PROFESSIONAL DEVELOPMENT WEBINAR
- (2021) LECTURE-WORKSHOP IN ENGLISH LANGUAGE EDUCATION
- (2021) DATA PRIVACY