

JADE NIÑA C. GEMIRA

Healthcare Virtual Assistant | Medical Admin Support Specialist
Tanjay City, Negros Oriental, Philippines

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PROFESSIONAL SUMMARY

Licensed Physical Therapist with 3 years of experience in patient care, medical documentation, and care coordination, now specializing as a Virtual Assistant. Skilled in calendar and email management, accurate data or medical record handling, and client communication in fast-paced environments. Known for being detail-oriented, highly organized, and dependable in remote work settings. Committed to delivering efficient administrative support while maintaining confidentiality and high-quality service.

CORE COMPETENCIES

- Calendar & Appointment Scheduling
- Email & Inbox Management
- Medical Documentation
- Data Entry & File Organization
- Patient Coordination & Follow-ups
- Client Communication & Customer Support
- Administrative Assistance
- HIPAA Compliance & Confidentiality
- Google Workspace & Microsoft Office

TECHNICAL TOOLS

- Google Docs, Sheets, Drive, Calendar
 - Microsoft Word, Excel, PowerPoint
 - Zoom, Google Meet
 - Basic knowledge of Canva
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PROFESSIONAL EXPERIENCE

Physical Therapist (Home Health)

Self-Employed | Tanjay City

March 2023 – Present

- Managed daily schedules, appointments, and patient visit coordination
 - Maintained accurate and organized patient records, treatment notes, and progress documentation
 - Communicated with patients, caregivers, and healthcare professionals to coordinate care plans
 - Handled patient inquiries, follow-ups, and scheduling adjustments
 - Ensured strict confidentiality and proper handling of sensitive medical information
 - Delivered consistent, high-quality service in a fast-paced, independent work environment
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ESL Tutor (Remote)

51Talk

May 2025 – August 2025

- Conducted one-on-one online classes with international students
 - Managed class schedules and ensured timely session delivery
 - Developed strong verbal communication and client engagement skills
 - Provided structured feedback to support student progress
 - Maintained professionalism in a fully remote work environment
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EDUCATION

Bachelor of Science in Physical Therapy

Silliman University

2022

CERTIFICATION

Licensed Physical Therapist

Teaching English to Speakers of Other Languages (TESOL) Certificate (May 2025)

ADDITIONAL STRENGTHS

- Highly organized with strong attention to detail
- Fast learner with ability to adapt to new tools and systems

- Reliable and self-motivated in remote work environments
 - Strong interpersonal and problem-solving skills
 - Committed to accuracy, efficiency, and client satisfaction
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