

## **JOAN PANGILINAN PEREZ**

#68 Dr. E Abellera St., Middle Quezon Hill, Baguio City, Benguet, Philippines 2600

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### **Career Objective:**

To work as a medical virtual assistant in a leading organization that will enable me to utilize my professional experience and skills towards achieving the goals of the organization.

### **Key Skills:**

- Typing skills of 50 wpm.
- Knowledge of anatomy, physiology, medical terminology with various medical specialties.
- Fully organized with filing system.
- Ability in working and communicating in a cooperative and positive manner with management, supervisory staff, co-workers, medical staff, and other healthcare personnel as well as patients and their families.
- Ability in operating designated word processing software.
- Ability in taking dictations.
- Strong physical ability and prolonged stamina of working long hours.

### **Educational Qualification:**

Bachelor of Science in Medical Technology, Baguio City, Philippines (2007)

High school diploma, Baguio City, Philippines (2003)

### **Professional Experience:**

Lamalle Media Services

General Transcriber

(March 2019-Present)

GoTranscript Website

General Transcriber

(July 2018-Present, but not active currently)

TranscribeMe Website

General Transcriber

(May 2018-Present, but not active currently)

Pines City Doctors' Hospital  
Medical Technologist IV / Histopathology Section Head  
(2008-2017)

- Taking down dictations from pathologists during gross sectioning.
- Encoding and proof-reading pathology reports.
- Verifying accuracy of patient information such as name and identification number before releasing reports.
- Overseeing daily activities of department so as to optimize productivity and quality of work.
- Responding to inquiries for release of medical information to ensure that legal requirements are followed and proper consent are being obtained.
- Maintaining logs of dictations and final patient results.

**References:** Available upon request.