LEVI BANDILLA

CAREER SUMMARY

I am an experienced Hemodialysis Receptionist/Secretary with strong skills in managing appointments, medical records, and providing excellent customer service. I also completed online courses in Social Media Management (SMM) and Data Scraping, adding digital marketing and data handling skills to my background. I'm excited to apply my combined experience in healthcare administration and digital skills to support your team effectively.

EDUCATION

Central Philippines State University - Victorias City Campus
Bachelor of Secondary Education - Biological Science
2013-2015 ,Undergraduate (finished 2 years)

EXPERTISE/SKILLS

- Administrative Support
- Customer Service
- Social Media Management
- Data Entry
- Proficient in Microsoft Office Application
- Proficient in Google Workspace
- Data Scraping / Lead Generation

TOOLS

- Google Suite
- Microsoft Suite
- Canva
- Slack
- Snov.io
- Apollo.io
- Linkedin
- Trello
- Buffer
- Facebook
- Instagram
- Tiktok

WORK EXPERIENCE

ADVENTIST MEDICAL CENTER BACOLOD
NOVEMBER 2015 - APRIL 2024
RECEPTIONIST / SECRETARY / NURSE ASSISTANT

- RECEIVING PHONE CALLS
- ATTENDING THE NEEDS OF CUSTOMER/PATIENTS
- MANAGING EMAILS AND CALENDAR
- RECORDING THE MINUTES OF MEETING
- ASSISTING NURSES IN CARING FOR DIALYSIS PATIENT.
- RECORDING THE VITAL SIGNS OF PATIENTS
- ORGANIZING AND ENTERING THE INFORMATION OF THE PATIENTS TO THE HOSPITAL SYSTEM
- TRANSCRIBING THE PRESCRIPTIONS OF THE DOCTOR'S ORDER.

VA INNOVATION PRO (ONLINE TRAINING COURSE)
JUNE 23 -28, 2024

SOCIAL MEDIA MANAGEMENT

- Develop and implement social media strategies across platforms (Facebook, Instagram, Tiktok, etc.)
- Create engaging content tailored to target audiences, including posts, graphics, and videos
- Monitor, track, and report on social media performance metrics and analytics
- Engage with followers, respond to comments, and foster community growth
- Utilize Meta Business Suite or Buffer to schedule and manage posts across multiple social media platforms

DATA SCRAPING/LEAD GENERATION

- Extract and collect large volumes of structured and unstructured data from various online sources (websites, databases, social media, etc.)
- Ensure accurate and efficient extraction of data, cleaning and transforming it for further analysis
- Convert scraped data into usable formats (CSV, Excel, JSON, etc.) for reporting or analysis
- Monitor and update scraping scripts to adapt to website structure changes
- Comply with legal and ethical standards when gathering and using data from various online sources