



CONTACT

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LINDSAY LACSADO

EDUCATION

Bachelor of Science in Medical Technology
Cavite State University - Main Campus 2018-2023

WORK EXPERIENCE

INSTAGRAM/TELEGRAM ACCOUNT MANAGER

Freelance

- Managed Instagram and Telegram accounts to drive engagement and generate leads.
- Collaborated with cross-functional teams to align marketing efforts with sales objectives.

MEDICAL TRANSCRIPTIONIST (PSYCHIATRIC)

Freelance

- Transcribing psychiatric reports with precision and attention to detail
- Utilizing platforms such as Upheal for efficient and effective transcription work
- Ensuring confidentiality and accuracy in handling sensitive medical content

CUSTOMER SERVICE REPRESENTATIVE

iQOR

2018

- Email and phone correspondence. Provide exceptional customer service by addressing inquiries, concerns, and complaints in a timely and professional manner.
- Assistance and Information Delivery. Assist customers in navigating products, services, and policies, offering accurate and detailed information to meet their needs.

VIRTUAL ASSISTANT - START UP

2021

Freelance

- Email and phone correspondence. Responding promptly and professionally.
- Tech Proficiency (Microsoft Office and Google Suite). Proficient in the use of Microsoft Office tools, including Word and Excel, as well as Google Suite applications like Google Docs and Sheets for efficient document creation, editing, and collaboration.
- Research. Compile data and prepare reports or presentations as requested by clients.
- Administrative Support. Perform various administrative tasks, including scheduling, email management, and data entry.

NURSING ASSISTANT

2022 - 2023

Wellcare Clinics & Lab, Inc.

- Patient Care. Under the supervision of registered nurses or licensed practical nurses.
- Team Collaboration. Collaborate with the healthcare team to ensure effective communication and coordination of patient care.