



# Mariel Villono

## EDUCATION

Bachelor of Science in Information Technology  
**AMA COMPUTER COLLEGE**

2011

**SAN JOSE ROXAS NATIONAL HIGHSCHOOL**

2006-2010

**SAN VICENTE ELEMENTARY SCHOOL**

2000-2006

## LANGUAGE

**ENGLISH**  
**TAGALOG | FILIPINO**

## CONTACT

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 Batangas , Philippines

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 +639633857069

## ABOUT ME

Highly adaptable and detail-oriented professional seeking to leverage my combined experience as a Medical Virtual Assistant and General Virtual Assistant. Proficient in managing medical records, scheduling appointments, and handling patient communications, coupled with a strong foundation in general administrative tasks. Eager to provide comprehensive virtual support to healthcare professionals and businesses, ensuring efficient operations and exceptional client service.

## WORK EXPERIENCE

**Quality Assurance Final Inspector**

**ASTI MANUFACTURING PHILIPPINES**

April 24, 2023  
 Oct. 1, 2023

- Conduct 5's before and after the process.
- Check 100% comparison of wire harness to master sample to make sure the quality of the product.
- Record results, report problems, and help ensure only good products are sent to customers.

**Quality Assurance Production Preparation**

**FURUKAWA AUTOMOTIVE SYSTEM LIMA PHILIPPINES**

Feb.5,2020  
 April 22,2023

- Ensures everything is ready and meets standards before production starts.
- This includes checking materials, tools and machines, reviewing productions plans, and ensuring all rules are followed.
- The job also involved fixing problems, keeping records, and making sure production runs smoothly from the start.



## SKILLS

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- Patient Communication
- Empathy
- Confidentiality
- Attention to Detail
- Time Management
- Organization
- Problem-Solving
- Active Listening
- Interpersonal Skills
- Adaptability
- Critical Thinking
- Professionalism
- Remote Collaboration
- Medical Billing Software
- Insurance Verification
- Claims Processing
- HIPAA Compliance
- Accounts Receivable Management
- Payment Posting
- Medical Transcription
- Scheduling Software
- Spreadsheet Proficiency
- Database Management
- Online Research

## WORK EXPERIENCE

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### **Material Handler**

#### **CANON BUSINESS MACHINES PHILIPPINES**

August 25, 2016  
July 25, 2018

- Responsible for moving, organizing, and storing materials.
- Track inventory and ensure materials are stored safely and efficiently.
- Keeping supplies readily available for production to support smooth operations.

### **Pharmacy Assistant**

#### **WYATT DRUGSTORE**

April 6, 2015  
Dec. 30, 2015

- Helps customers with questions, handles prescriptions and provides advice under a pharmacist's supervision.
- Manage stock, process payments, and keep records up to date.
- Ensures the pharmacy runs smoothly, safely, and follows all regulations.

## CERTIFICATES

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Real Estate Transaction Coordination Certificate | VPM Solutions

Leasing Assistant | VPM Solutions

HIPAA Certified | TeachMeHIPAA

Medical Administrative Task | VA Growth PH

Medical Billing | VA Growth PH

Shift to VA Program | JPG VA Training