



# RECHELLE ANN TANJUSAY

Doctor of Veterinary Medicine

## PROFILE

I consider my self a responsible and orderly person.

I am looking forward for my first work experience.

## ▶ EDUCATION

### DE LASALLE ARANETA UNIVERSITY

*Doctor of Veterinary Medicine*  
2014-2023

### OUR LADY OF FATIMA UNIVERSITY

*Bachelor of Science in Nursing*  
2006-2010

## ▶ LANGUAGE

Native English.

## ▶ PROFESSIONAL SKILLS

Email Management

Microsoft office

Data Entry

Computer Basic

Troubleshooting

Diagnostic Equipment

Surgical procedures

## ▶ CERTIFICATIONS

November 2023 - HIPPA Training

October 2023 - Medical Virtual Assistant Training  
EMR/EHR- Practice Fusion

## WORK EXPERIENCE

### **BREEDERS & BREEDERS ANIMAL CLINIC - PH | VETERINARY TECHNICIAN July 16, 2023 - June 30, 2024**

Appointment Coordinator.  
Encoding patient profile and history taking.  
Performed physical examinations of various small-sized to large patients.  
Placed IV catheters, assisted with surgical procedures.  
Monitored and provided treatments to current ill patients.  
Performed diagnostic and laboratory procedure.

### **UPNORTH DENTAL CLINIC - CANADA | APPOINTMENT COORDINATOR Nov 12, 2023 - January 22, 2024**

Appointment Coordinator.  
Encoding patient profile.  
Verification of patient profile.

### **SERBISYO BETERINARYO ANIMAL HOSPITAL - PH | VETERINARY TECHNICIAN October 15, 2022 - June 15, 2023**

Admitted and treated patients under a veterinary doctor's supervision.  
Performed physical examinations of various small-sized to large patients.  
Placed IV catheters, assisted with surgical procedures.  
Monitored and provided treatments to current ill patients.  
Maintained positive and collaborative attitude under stressful situations.

### **PEARSON EDUCATION - USA | TECHNICAL SUPPORT July 2016 - February 2017**

Provided thorough support and problem resolution for customer.  
Issued ticket number to existing customers.  
Guided customers on how to navigate the system.  
Provided basic troubleshooting.  
Maintained composure and patience in face of difficult customer situations.

### **ACCENT MICRO PRODUCTS INC - PH | SALES ASSOCIATE July 2012 - January 2015**

Assisted customers throughout the buying process, greeting them, recommending products, accepting orders and processing payments.  
Assisted customers in finding the right product or service to suit their needs by explaining the benefits and uses of various items.  
Provided excellent customer service and maintain a compassionate and supportive approach when interacting with clients.

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