

## STELLA ALICE S. CORTES

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### PROFILE

I am a graduate of BS Medical Technology at Far Eastern University Manila. I passed the Medical Technology Licensure exam last 2022 and I have now been working for a Tertiary hospital for 2 years. As a professional and a volunteer Church organization leader, I am committed to bettering lives of people holistically.

### PERSONAL DATA

Single  
August 3, 1997

Filipino  
Roman Catholic

### EDUCATION

Tertiary Education

Far Eastern University  
BS Medical Technology (2015 – 2019)

### WORK EXPERIENCE

November 2022 – Present

#### **Medical Technologist/Generalist**

Diliman Doctors Hospital – Tertiary Medical Facility (250 bed capacity), Tertiary Laboratory with Blood Bank

- Creation of reports on various tests requested by physicians (CBC, Culture and Sensitivity, Chemistry)
- Evaluation and rechecking of Medical Laboratory reports prior to releasing (Histopathologic reports – Biopsy & Pap smear)
- Charging of test requests using Hospital Information System based on patient needs
- Creation and monitoring of trackers for specimens and inventory
- Emailing of laboratory results and answering of inquiries
- Processing of Specimens for CBC, Coagulation tests, and ESR
- Culture and Sensitivity testing of various specimens, AFB, Gram stain, KOH, and Pap smear Staining
- Urinalysis and Fecalalysis

2016 – 2022

#### **Senior English Consultant**

iTutorGroup

- Teaches group classes with 6 participants and 1-on-1 classes to students of all ages
- IELTS practice classes
- Teaches tips on making drafting emails
- Facilitates friendly discussions for English learners from levels 1-12

June – November 2019

### **Medical Technologist Intern**

Veterans Memorial Medical Center – Tertiary Medical Facility with 766-bed capacity

- Administrative tasks including updating of patient records, filling, and encoding
- Blood extraction and processing of specimens
- Rotation in different sections; Hematology, Clinical Chemistry, Microbiology, Clinical Microscopy, Histopathology, Out-Patient Department

## **AFFILIATIONS**

2019 – 2021

### **Youth Coordinator - Parish Youth Ministry**

Parroquia dela Nuestra Senora Dela Paz y Buen Viaje

- Coordinates with different organizations to create activities and programs beneficial to the youth
- Monitors different activities through Gantt charts and trackers

2022 – Present

### **Organization Secretary**

Family of God Catholic Charismatic Community

- Prepares the Minutes of the meeting ever week
- Drafts letters for different solicitations
- Tracks letters and Calendar plotting

2019

### **Delegate**

National Youth Day 2019: Cebu, Philippines

2016

### **Delegate**

(Commission on Youth Diocese of Novaliches)  
World Youth Day Krakow 2016: Krakow, Poland

2008 – 2012

### **Sunday School Teacher**

Nuestra Senora dela Paz y Buen Viaje Sub-Parish

## **CERTIFICATIONS & LICENSES**

- Registered Medical Technologist – License No. 0106694
- 50-hr TEFL Certificate – LearnTEFL
- 120-her TESOL Certificate – International Open Academy

## **SKILLS**

- Fluency in English - Written and Verbal Communication
- Microsoft Office and Canva
- Customer service – phone handling and chat support
- Blood bank – crossmatching and blood typing
- Microbiology – Gram staining, AFB staining, Culture and Sensitivity
- Urinalysis and Fecalalysis