

YSABELLA QUINICO

Executive Assistant

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As an aspiring virtual assistant, I am eager to support business owners by handling their virtual needs, allowing them to concentrate on their business and personal lives. My goal is to alleviate my clients' workloads, assist with various aspects of their operations, and contribute to their company's success story.

Work Experience

Customer Service Assistant (2019-2023)
Makati Medical Center

Manage Cash Handling and Payment Posting: Accurately process and record payments on patient accounts.

Generate Reconciliation Reports: Prepare daily sales reconciliation reports to ensure accuracy and completeness.

Ensure Accurate Data Entry: Maintain precise and reliable data entry for all relevant transactions and records.

Handle Client Inquiries: Address and resolve client inquiries via email, chat, and telephone in a professional and timely manner.

Manage Head Cashier Email Account: Oversee and organize the email communications for the head cashier account.

Send Daily Reports: Distribute required reports daily to relevant stakeholders.

Administrative Assistant (2023-2024)
Oriental Mindoro Central District Hospital

Data Entry for Animal Bite Center: Accurately input daily data from the Animal Bite Center into the hospital system.

Medical Records Management: Oversee and maintain comprehensive records of medical documentation.

Email Management for Head Nurse Account: Manage and organize the email communications for the Animal Bite Center Head Nurse account.

Patient Interview History: Conduct and document detailed interview histories for new patients with animal bites.

Assist in Monthly Report Generation: Support the creation and compilation of monthly reports related to the Animal Bite Center.

Patient Follow-Up: Conduct follow-up communications with patients via phone, text, or email to ensure continued care and address any concerns.

The following are the skills I could offer:

Tools: Google Workspace, Trello, Microsoft 365, Zoom, Canva, Chat GPT

Operating Systems: Windows, Mac OS, Android

Soft skills: Highly organized, active listening, adaptability, work ethic, upbeat attitude

Training:

V.A. Skill Training Center - General Virtual Assistant Training (2024)