

Jonalyn Llanes

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Availability: Weekends

To seek and maintain a part-time position that will allow me to utilize my skills, and to achieve my professional growth while being resourceful.

WORK HISTORY

Biomedical Clerk
*The Medical City – Clark
Philippines*

03/2023 to 06-2023

- Relayed and received telephone call messages
- Coordinated with other departments from time to time regarding questions and clarifications
- Filed all incoming correspondence of reports, made a file copy of all outgoing correspondence and report by maintaining file records
- Performed clerical work, prepared monthly reports, transmittals, and other reports required by management
- Distributed approved forms, letter of request to person and/or department concerned

Data Encoder
*Department of Health – Central Luzon Center of Health Development
Philippines*

09/2021 to 12/2022

- Gathered and consolidated data related to Covid-19 vaccination deployment using the Google Sheet
- Encoded, validated, and facilitated submission of data to ensure timely generation of Covid-19 vaccination data
- Assisted in the preparation and submission of Covid-19 vaccination reports

Registration Officer I
*Philippine Statistics Authority – Tarlac
Philippines*

03/2021 to 05/2021

- Validated demographic information provided against the supporting documents presented
- Captured biometric information of applicants
- Maintained and operated the assigned registration kits
- Provided quality customer service to all the applicants

SKILLS

- Clerical Support
- Computer Proficiency
- Data Collection
- Manual Data Entry

EDUCATION

Health Informatics Technology – Fast Track
Centennial College – Scarborough, Ontario

Present

Bachelor of Science in Information Technology
Tarlac State University – Philippines

- Graduated Cum Laude

08/2019