



## Objectives

To obtain a position that will utilize my interpersonal, organizational computer skills and to learn new things. And to apply the knowledge that I have accumulated from the experience offered in our school.



## Work Experience

### Access Healthcare, Taguig Client Partner 2021-2023

- Receiving inbound calls and effectively scheduling patient appointments.
- Rescheduling and/or cancelling patient appointments
- knowledgeable of the HIPAA Act, prioritizing patient privacy and confidentiality.
- Requesting Medical Certificate and Patient Records
- Reviewing Patient Insurance validity.
- Requesting new or updated referrals and authorizations
- acquired skills to process patient registration and onboarding processes

### SIPMD, Paranaque Patient Scheduler 2021-2021

- Pre-setting patient appointments
- Outbound calling patient to confirm scheduled appointment
- Mapping and Organizing Appointments inline with the provides schedule.
- Relaying message from the patient to provider



## Education

### Technological University of the Philippines - Manila 2020-2023

#### BS in Information Technology

3rd Year 2nd Sem Deans Lister GPA: 1.64  
2nd Year 2nd Sem Deans Lister GPA: 1.71  
2nd Year 1st Sem Deans Lister GPA: 1.66

### Saint Francis of Assisi College

#### Las Pinas Campus 2018-2020

#### Senior High School

Computer System Servicing NCII Passer  
Graduated with Honors - Grade 12  
Grade 11 with Honors - Top 1

### CAA National High School

#### Main 2014-2018

#### Junior High School

Top 9 Overall - Grade 9  
Top1 Overall - Grade 7



# JAIRLYN J. EMPLEO



## Contact



229 Palawan St, CAA Las Pinas City



+63 960 318 0924



jai.empleo09@gmail.com



## Skills

### Soft Skills

- Customer Service, Communication, Accuracy, Fast Learner, Positive Attitude, Active Listening, Active Communication

### Hard Skills

- Microsoft Office 365, Office Outlook, Excel, Power point, Canva, Filmora



## Reference

Kensley Magallanes  
Group Leader - Access Healthcare  
+63 998 556 9778

Justine Nicole De Leon  
Client Partner - Access Healthcare  
+63 961 664 6840