



# RUBELINO ETANG

## ABOUT ME

Competently-skilled in technology, computer literate, hard-working, creative and proactive. Adaptable and flexible on working with a team, able to cope well with circumstances. Able to give quality work direction to contribute excellence to the company.

## WORK EXPERIENCE

2022

### Assistant Tower Erector

LeFercon Golden Construction Supply, GSC

- Erecting communication towers involves assembling tower sections, attaching antennas, installing transmission equipment, and securing all components to ensure stability.
- Site monitoring and safety inspector

2023

### Secretariat

Specialist Medical Clinic, GSC

- Maintaining and updating patient records in an electronic medical records (EMR) system.
- Ensuring accuracy and completeness of patient information.
- Assisting the doctor with documenting patient information, medical history, and examination notes.
- Managing communication between the doctor and patients, including relaying messages and test results
- Processing payments, issuing receipts, and managing billing inquiries.

## CERTIFICATION

EIM NC II PASSER 2016

General Santos City National  
Secondary School of Arts and  
Trades

SMAW NC II PASSER 2021

Liceo Excelsis Global

## SKILLS

- Computer literacy skills
- Video Production and Editing
- Logo Designing
- Graphics Illustration
- Advertising Design
- Audio Visual


## EDUCATION


### Ramon Magsaysay Memorial Colleges.


2022

- Bachelor Of Science in  
Information and Technology

## CONTACT

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