



Jamaica M. Loria

Bachelor of Science in Information Technology Student

About Me

As an aspiring web and software developer, I'm passionate about technology and eager to apply my skills in programming languages, frameworks, and development tools. With strong communication, teamwork, and problem-solving abilities, I'm committed to driving innovation and contributing to the success of any team I join.

Experience

Secretary

Vaya Condeo Leah Maternity Clinic (2023-Present)

As a secretary in a maternity clinic, I play a pivotal role in ensuring smooth daily operations, maintaining patient relations, and providing administrative support to medical staff. Key responsibilities include scheduling appointments, greeting patients, managing phone calls and correspondence, maintaining patient records, coordinating with staff, handling billing and insurance tasks, maintaining clinic inventory, and ensuring regulatory compliance. Additionally, I contribute to the clinic's overall atmosphere and reputation by creating a welcoming environment and supporting the clinic's public image. Overall, my role as a secretary is integral to the success of the maternity clinic.

Education

Elementary

Putingbuhagin Elementary School (2009-2016)

Highschool

Buhaynasapa National High School (2016-2020)

Senior Highschool

Buhaynasapa Integrated National Highschool (2020-2022)

College

Dalubhasaan ng Lungsod ng Lucena (2022-Present)

Achievements

Academic Distinction: Ranked 4th Among All Academic Strands

Consistent Academic Excellence: Honor Student

Journalism Workshop: Secured 3rd place in creating a front-page layout.

Organization Leadership: Selected as the leader of ICES 2nd District.

Mythical 5 Status: Received the prestigious Mythical 5 recognition (Basketball).

Basketball Captaincy: Captained the team in the 2023-2024 season.

Journalism Engagement: Member of the Journalism Club.

Writing Proficiency: "Mahusay sa Pagsulat ng Lathalain" (Excellence in Essay Writing) Award.

Skills

Programming Languages

Database Systems

Data Analysis

Teamwork and Collaboration

Time Management

Web Development

Development Tools

Communication

Adaptability

Leadership

Contact

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