



SHEILA MARIE M. TABORDAN

CONTACT

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PROFILE

Resourceful administrative aide with a background in healthcare and an eye for design, seeking to build a career in UI/UX design and virtual assistance. Experienced in information management, scheduling, and client communication, with developing skills in user-centered design and wireframing. Known for my quick learning and adaptability, I am excited to support teams remotely as both a VA and an emerging UI/UX designer, enhancing client satisfaction through efficient assistance and thoughtful design solutions.

SKILLS

- COMPUTER LITERATE (MS WORD, EXCEL, POWERPOINT)
- ADOBE PHOTOSHOP
- ADOBE ILLUSTRATOR
- BASIC KNOWLEDGE IN COMPUTER PROGRAMMING
- WEB DEVELOPMENT AND WEB DESIGN
- BASIC FIGMA PROFICIENCY

EXPERIENCE

Administrative Aide III

August, 2023-Present

QPHN – Quezon Medical Center, Department of Ophthalmology

- Provide comprehensive secretarial support to the ophthalmology department, managing schedules, daily time records (DTRs), and distributing important memos and reminders to medical staff.
- Process patient information in the hospital information system with high accuracy.
- Prepare and coordinate Philhealth requirements, including claim signature forms (CSF), CF4, and certification of pre-surgical authorization (CPSA) for all ophthalmology or cases, ensuring smooth processing for surgical cases.

Government Internship Program

September, 2022-December, 2022

Quezon Medical Center, Human Resource Department

- Supported the HR department by addressing employee inquiries and providing information as needed.
- Conducted audits of employee daily time records (DTRs) to ensure accuracy.
- Assisted in preparing certification documents for individual performance commitment and review (IPCR) submissions.
- Organized and maintained employee 201 files for easy access and efficient filing.

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

2015-2019

Dalubhasaan ng Lungsod ng Lucena
(Formerly City College of Lucena)

ACCOMPLISHMENTS AND SEMINARS

- **ISO Seminar, 7S and WAVE Seminar**
October 23, 2024
- **Career Service Professional Eligible**
March 26, 2023 - 81.64%
- **Career Service Sub-Professional Eligible**
August 7, 2022 – 84.80%