



PROFILE

An experienced registered Nurse seeking to expand my knowledge and expertise in the field of freelancing as a medical virtual assistant

PERSONAL SKILLS

Excellent working ethics
Committed to finish tasks on time
Follows instructions well
Delivers quality results

EDUCATION

Xavier University-Ateneo de Cagayan
(2006)

CONTACT

P: +63 905 527 3148
E: echemstefanierae@gmail.com
S: [echemstefanierae](#)

Let's Get Connected



<https://www.instagram.com/thevirtualnars/>



<https://web.facebook.com/TheVirtualNars/>



<https://twitter.com/thevirtualnars>

STEFANIE RAE D. ECHEM

Virtual Medical Assistant

PROFESSIONAL SKILLS

Transcription	Administrative Support
Data Entry	Social Media Management
Email Management	Hemodialysis Skills
Powerpoint Presentation	Phlebotomy Skill
Web Design (Wix, Wordpress)	Nursing Assessment

WORK EXPERIENCE

Nurse Associate (Precertification), EXL Services, Philippines, Inc. April 2015-September 2015

- Precertify Patients for admissions and consultation for their healthcare insurance
- Answer calls and inquiries from various healthcare professionals and direct concerns to appropriate department
- Awarded as best in Quality (training period).

Nurse Staff (Hemodialysis Department), Cagayan de Oro Medical Center, Inc. Apr 2013- Jan 2015

- Assessing, monitoring, caring, and evaluating patients before, during, and after dialysis.
- Recording and filing patient's record; other admin support in the department
- Managing schedule and contacting patients for dialysis sessions.

Nurse Phlebotomist/Laboratory Assistant Cagayan de Oro Medical Center, Inc. Dec 2008- Aug 2012

- Updating and reporting to Head Nephrologist for patient's status
- Recording and filing patient's record; other admin support in the department
- Managing schedule and contacting patients for dialysis sessions.