

# CAMILLE ANN E. REPATO

Full Name: Camille Ann Esteban Repato  
Age / Date of Birth: 24 years old / July 13, 1995  
Nationality: Filipino  
Civil Status: Single  
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## ABOUT

- ❖ Registered Medical Technologist
- ❖ Able to perform clerical and administrative duties in a fast-paced environment
- ❖ Adept at using basic office equipment
- ❖ Can perform general reception duties such as answering phones, greeting, and directing guests
- ❖ Can respond to inquiries of clients in person, or via telephone and email
- ❖ Can perform typing, filing, and record-keeping tasks
- ❖ Has excellent proficiency of the English language

## WORK EXPERIENCE

October 2016 – December 2016      DEPT. OF HEALTH – NATIONAL CAPITAL REGIONAL OFFICE  
Assigned to Pedro Cruz Health Center in San Juan  
Medical Technologist

## EDUCATION

June 2012 – April 2016      FAR EASTERN UNIVERSITY – NICANOR REYES MEDICAL FOUNDATION  
B.S. Medical Technology

## SKILLS AND KNOWLEDGE

- ✓ Accustomed to the medical industry
- ✓ Proficient in spoken and written English
- ✓ Typing speed: 68 wpm
- ✓ Internet research
- ✓ Email
- ✓ Social media sites
- ✓ Transcription
- ✓ Data entry
- ✓ Telephone etiquette
- ✓ Scheduling
- ✓ Microsoft Office
- ✓ Detail-oriented
- ✓ Organized
- ✓ Fast learner
- ✓ Multitasking
- ✓ Communicates well
- ✓ Strong analytical skills
- ✓ Team player