



ABIGAIL M. LIPARDO

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ALBUERA, LEYTE

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SUMMARY

Seeking a position for a career growth. Reaching higher levels of proficiency and refining my abilities to become competitive on a global scale. Has aspirations of advancing in my profession so that I can showcase my abilities and significantly impact the company.

EDUCATION

Bachelor of Science in
Computer Science

Visayas State University
Main Campus, Baybay City
Leyte, Philippines
2014 – 2018

ACHIEVEMENTS

PhilNits IP Passer

Level 1: Information Technology
Passport (IP) Certification Exam
October 2017

SKILLS

- Customer Service
- Creativity
- IT Skills
- Reasoning & Problem-solving
- Marketing Skills
- Engineering
- Interpersonal & Communication Skills
- Operation & Logistic Skills

LANGUAGES

- ENGLISH
- FILIPINO

WORK EXPERIENCE

UNIVERSITY CLERK

2016 – 2017

VISAYAS STATE UNIVERSITY

- Maintain paper and electronic records such as professors' and students' information.
- Sort, index and file correspondence, records and other documents.
- Collate and file grading sheets from faculty.
- Perform repetitive and routine clerical tasks.
- Encode faculty schedule & arrange class schedule.

MEDICAL CLERK & AIDE

2018 – 2023

GATCHALIAN MEDICAL CENTER

- Preparing patient charts and gathering information and documents from patients.
- Collecting patient information, including insurance information.
- Ensuring that the medical records are organized, accurate and complete.
- Answering phone calls and responding to emails.
- Maintaining patient records and filing paperwork.
- Updating patient information in the hospital's database.
- Discussing prescriptions as well as dietary and lifestyle changes with patients.
- Dispensing medications.
- Take patients' vital signs, such as their blood pressure.

CLINIC OFFICER-IN-CHARGE / IT
**GATCHALIAN MEDICAL CENTER –
SM CLINIC SATELLITE**

2023 – PRESENT

- Ensure proper patient management and referrals to specialists when necessary.
- Maintain accurate and up-to-date medical records.
- Supervise and support clinical staff in patient care delivery.
- Ensure infection prevention and control measures are followed.
- Oversee daily clinic operations and workflow efficiency.
- Manage staff schedules, leave requests, and performance evaluations.
- Ensure proper inventory and procurement of medical supplies.
- Maintain compliance with healthcare regulations and standards.
- Prepare and submit reports on clinic performance to senior management.
- Handle patient complaints and feedback professionally.
- Train and mentor clinic staff, including nurses, lab technicians, and administrative personnel.
- Conduct regular team meetings to address operational challenges.
- Monitor clinic budgets and financial reports.
- Ensure accurate billing, insurance claims, and revenue collection.
- Install, configure, and maintain computer systems, networks, and software for the clinic.
- Troubleshoot and resolve hardware and software issues to ensure minimal disruption to clinic operations.
- Monitor the performance of IT systems, identify areas for improvement, and implement necessary upgrades.
- Support and manage hardware devices such as computers, printers, scanners, and specialized medical equipment connected to the IT network.

REFERENCES

Jezyll C. Ceniza

Administrator | GMC

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Eugene Val C. Mangaoang

Instructor | VSU

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