

CURRICULUM VITAE

MARIA SUZETTE A. TAN

Zone 1 Luntad St. Brgy. Canhandugan Jaro, Leyte

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OBJECTIVE:

Pursuing opportunity where I will be able to utilize my strong organizational skills, education background, and ability to work well with people, which will allow me to grow personally and professionally.

WORK EXPERIENCE:

Date From-To	Job Position	Company Name
Jan. 2012-June 2016	Medical Clerk	Seder Group Kingdom Hospital Riyad Care Hospital

RESPONSIBLE DUTIES TASK

- Our main duties whether we are in morning shift, afternoon or evening, we are preparing the patient file for that day appointment to the Doctor.
- We deliver the Patient file to the respective area either in the out patient Dept. Emergency or ward Area.
- File Analysis
- We also operate photocopy of file upon request of manager.
- Labeling
- Answering phone call and inquiry
- We are responsible collecting the patient file and received it, Bring back to the Medical Record, and filling to their respective shield

EDUCATIONAL BACKGROUND

Tertiary: **DIPLOMA IN TEACHING SECONDARY**
Major in Social Science
Eastern Visayas State University Carigara, Campus
Carigara, Leyte
S.Y. 2017-2019

BACHELOR OF SCIENCE IN COMMERCE
Major in Banking and Finance
Leyte Colleges
Tacloban City
S.Y 2003-2008

Vocational: **BOOK KEEPING**
TESDA PESFA Scholarship
ACLC Tacloban Branch
Nov. 8 – Dec. 22, 2010

BASIC COMPUTER LITERARY TRAINING
Microsoft Office, Word Excel, Power Point
JE Mondejar Computer College
Brgy. 71 Naga-Naga Tacloban City
May 15-26, 2023

Secondary: **GRANJA KALINAWAN NATIONAL HIGH SCHOOL**
Jaro, Leyte

Elementary: CANHANDUGAN ELEMENTARY SCHOOL
Brgy. Canhandugan Jaro, Leyte
1993-1999

ELIGIBILITY

- **BOARD Professional Teacher**
License No. 2020576

SEMINAR ATTENDED:

Barangay Agriaian Reform Council (BARC) Officer
Jaro, Leyte
September 30, 2021

Annual Regional Teaching Congress with the Theme.
Teachers Challenged, Transformed, Empowered
Visayas State University, Tolosa Leyte
February 9, 2019

SKILLS:

- Hard working
- Computer Literacy, Proficient at MS WORD, MS EXCEL and MS POWER POINT
- Language, Fluency English, Arabic, Tagalog

CHARACTER REFERENCES:

ANNA BELLA DISPO
License Professional Teacher
Basta St. Camella Subdicion Palo, Leyte
Mobile No. 09275344921

DANICA H. RICAPLAZA
License Register Nurse
Carigara Leyte
Mobile No. 09665607784

I hereby certify that above Information is true and correct.


MARIA SUZETTE A. TAN
Applicant