

Brgy. 76 Happy Homes, Fatima Village,
Tacloban City, Leyte
Mobile #: 09926858157/09353354123
Email: aabaluran@gmail.com



ALJEAN B. MAGNO

OBJECTIVE:

To obtain a responsible and challenging position within an office and to fully utilize my knowledge and experience where my integrity and dedication contribute to the achievement of the office's goal.

WORK EXPERIENCES:

- **(OJT) POEA Satellite Office**
(Office Clerk)
The Republic of the Phil., Department of Labor & Employment Dole Compound, Trece Martires St., Tacloban City.
April 13, 2009 – June 15, 2009
- **SCHISTOSOMIASIS CONTROL & RESEARCH HOSPITAL**
(Administrative Assistant/Office Clerk & Computer Maintenance)
Salvacion, Palo, Leyte
June 18, 2012 – December 31, 2012
- **ALLIED CARE EXPERTS (ACE) MEDICAL CENTER-TACLOBAN CITY**
(Medical Records Staff)
Brgy 78 Marasbaras, Tacloban City
April 01, 2019 – September 30, 2021
- **UNITED SHALOM HOSPITAL**
(Records Officer / ICD – 10 Coder)
Brgy. 54 Real St., Tacloban City
October 01, 2021 - Present

SPECIAL SKILLS:

- Maintain and Safeguard Records (Records keeping)
- Cashiering
- Clerical Works
- Computer Literate (MS Word, MS Excel, MS PowerPoint, Photoshop, Basic Troubleshooting, Web Browsing & Multi-tasking)
- ICD-10 Coder (International Classification of Diseases)

CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE:

- Licensed Professional Teacher (LPT)
- Registered ICD-10 Coder

SEMINARS:

- Basic Life Support
- BIZ BOX Electronic Medical Records (EMR) Training
- International Classification of Diseases (ICD-10) Training (Passer)
- Clinical Documentation Improvement
- Health Information Management
- Data Privacy Act in Health Information Management-Experiences & Challenges (point break)
- Death Certificate Assessment-The Role of HIMO Staff
- Basic Hospital Statistics
- Vital Registration System: Birth & Death Preparation & Registration

- Certified Professional Coder (Medical Coding)
- IT Support (PC Troubleshooting); Basic Computer Literacy; Image Editing using Adobe Photoshop; MS Word, Excel & PowerPoint
- Health Data Analytics
- Health Information Management (HIM International Conference)

PERSONAL INFORMATION:

Age: 33
 Date of Birth: October 28, 1989
 Height: 5'5"
 Weight: 60kg
 Religion: Roman Catholic
 Civil Status: Married
 Language: English/Filipino
 SSS no: 06-3020652-0
 Tin no: 403-213-01

EDUCATIONAL BACKGROUND:

Post College: **Leyte Colleges (Paterno Campus)**
Supplemental (Major in Social Studies)
 Second Sem (2019 – 2021)
 College: **EVSU (Eastern Visayas State University)**
B.S. INFORMATION TECHNOLOGY
 Tacloban City, Leyte
 June 2005 – March 2010
 High School: **LNHS (Leyte National High School)**
 Tacloban City, Leyte
 June 2001 – March 2005
 Elementary: **Dr. A.P. BañezMem. Elem. School**
 Fatima Village, Tacloban City, Leyte
 June 1995 – March 2001

CHARACTER REFERENCES:

GLENN I. NESUS Jaro, Leyte
 09978556804
 SANTOS E. GETALADO Tacloban City
 09177077750



ALJEAN B. MAGNO
 Applicant

