



MARIE KRIS C. MORON, RMT

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OBJECTIVE

Willing to do job as Administrative Aide III (Clerk I) in the Visayas State University, Baybay City, Leyte to utilize my skills and experience in Clerical field.

- I offer my service where I can utilize my working experience and professional skills to handle the key responsibilities efficiently. Quality education blended with diligence and integrity enables me to perform successfully.
- A Challenging career opportunities which would help me to utilize my academic background that assist me to gain experience, employ my excellent interpersonal skills, and enable me to make a positive contribution.

EDUCATIONAL BACKGROUND

College:

June 2006 – March 2010
Southwestern University
Urgello St., Cebu City, Philippines

- Bachelor of Science in Medical Technology
- Obtained PRC certification on Medical Technology and
The license number: #0056874

High school:

June 2002 – March 2006
Sto. Niño College of Ormoc
Mejia Subd., Ormoc City, Leyte, Philippines

PERSONAL

Date of Birth: April 06, 1990

Age: 30

Height: 5'0

Civil Status: Single

Citizenship: Filipino

ACHIEVEMENTS

College

- Second Place in the 15th In House Research Conference Poster Category

High School

- Third Honor of Class 2006
- Loyalty Award
- 2nd Prize Oratorical contest- English Month

Elementary

- Salutatorian of Class 2002
- Best in Catechism
- Most Industrious

ORGANIZATIONS AND AFFILIATIONS

High School

- STUDENT COUNCIL ORGANIZATION
Second Year Representative (S.Y 2003-2004)
- THE GOLDEN CHRONICLE
Member
- CITIZEN ARMY TRAINING - 1
Executive Officer

INTERESTS

Continuous learning, Music, Art, Traveling, Reading, Environmental consciousness.

WORK EXPERIENCE

November 2009 – May 2010 Internship:

- Sacred Heart Hospital (SHH) – Nov. – Dec. 2009
- Vicente Sotto Memorial Medical Center (VSMMC) – Jan. – Mar. 2010
- Visayas Community Medical Center (VCMC) – Apr. – May. 2010
- Ormoc Polymedic and Diagnostic Clinic (Volunteer Med Tech) – Sept. 2010 – Oct. 2010

Clinica Gatchalian Hospital (Registered Medical Technologist, Clinical Chemistry Section Head) – Oct. 3, 2011 – June 8, 2015

Cebu CFI Community Cooperative – Ormoc Branch (Chief Registered Medical Technologist) – June 9, 2015 – September 30, 2019

City Social Welfare & Development Office – New Ormoc City Hall (Job Order Computer Encoder of CSWD Officer) – February 11, 2020 – Present

Scope of Responsibilities

In Clerical and Medical Settings:

- Answering phones, copying files, responding to emails, curating schedules and other related clerical works.
- Manage the laboratory paper works. From processing License to Operate requirements from DOH and managing files to sorting, filing and organizing documents.
- Gather data Inventory of Laboratory Supplies and Reagents.
- Requesting Supplies for the Laboratory.
- Keeping of Medical and Laboratory Records of Patients.
- Carried out laboratory tests including microscopic, bacteriological, or chemical tests.
- Created specimens with reagents and solutions as required.
- Provided data by observing tests and reactions.
- Performing blood extraction including venipuncture, and skin puncture for the Patients as required for blood collection.
- Performing automated and semi-automated test in Hematology, Clinical Microscopy, Clinical Chemistry, Immunology and Serology Section.
- Calculating and tabulating and reporting monthly quality control.
- Disinfecting areas every after processing of specimen.

SEMINARS ATTENDED

- LIFELINE Diagnostics Supplies INC. – Attended QCEC Program “How to Ensure Excellent EQAS Result.” June 9, 2014.
- Roche (Philippines) Inc. – Point of Care Testing Seminar- October 3, 2014.
- Department of Health – Region Office No. VIII – Orientation/Updates On The National External Quality Assessment (NEQAS) In Hematology and Chemistry October 18 – 19, 2016
- Philippine Association of Medical Technologists, Inc. (PAMET) – Batangas Chapter 24th PAMET Midyear PRE-Convention Seminar – May 22-25, 2019

SKILLS

- Profound interpersonal and communication skills both verbal and written
- Computer skills, such as a familiarity with Microsoft Office programs
- Preparing and sorting data for computer entry
- Willing to undergo work pressures and can easily adapt to change
- Easily motivated and hardworking
- People oriented
- Filing and making paper copies
- Keeping records of data entry and data information
- Can do Multitasking

REFERENCES

- **JOE ANN C. POLO**
Administrative Officer, VSU Credit Coop
Baybay City, Leyte
+639178858983
- **DELIA D. CORBO, RSW, MPA**
City Social Welfare Department Officer
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