



# ARNOLD ENICKO SANCHEZ

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Exceptional Verbal & written communication
- Multi-tasking
  
- Critical thinking and problem solving
- Time management
  
- Appointment Setting
  
- Data Entry
  
- Advanced knowledge of basic office applications

## TOOLS

Revolution EHR  
Practice Fusion EHR  
Crystal PM EHR  
Google Sheets  
Adobe Acrobat  
Google Meet  
Google Space  
Canva  
Weave  
Ring Central  
Skype  
Zoom

## PERSONAL PROFILE

A **Healthcare Virtual Assistant** with 2 and half years experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

## WORK EXPERIENCE

### FREELANCE VIRTUAL ASSISTANT

[Ophthalmology clinic](#) | January 2022 - July 2024

- Maintained positive work ethic and commitment to providing excellent healthcare service.
- Improve operations efficiency and customer satisfaction.

### CHIEF MEDICAL TECHNOLOGIST

[Alphamed Diagnostic Laboratory](#) | 2021 - 2022

- Responsible for Quality Assurance in all 5 branches.
- Prepared detailed reports and Standardized SOP's and protocols.
- In charge for NEQAS performance in all 5 branches.

### QUALITY ASSURANCE OFFICER

[Philippine Red Cross](#) | 2015 - 2018

- Conducts Trainings specialized on Blood Banking and Donor Recruitment Programs.
- Enhancing Donor Selection and Sustainability
- Standardizing Blood component preparation, Blood Handling and Releasing.

## EDUCATION HISTORY

[Angeles University Foundation](#)

- Bachelor of Science in Medical Technology, 2014
- PAMET member since 2014
- Most outstanding Intern of the Year