

CAMILLE V. WAGAN

Aspiring Medical Virtual Assistant

I am an adaptable and detail-oriented professional with experience in Clinical Reception, Patient Support, Administrative Support, Customer Service, Data Entry, and Accounts Payable. I have strong skills in handling patient and customer inquiries, scheduling, records and document management, HMO-related concerns, data entry, and administrative tasks. I have excellent communication skills, a strong work ethic, and a professional attitude, with the ability to work effectively with patients, clients, and team members. I am dedicated to providing quality service and contributing to the smooth and efficient operations of the organization.

EDUCATION

Tanauan Institute

Bachelor of Science in Computer Secretarial

Undergraduate

SKILLS

- Administrative Support
- Customer Service
- Data Entry
- Records Management
- Appointment Scheduling
- Communication
- Microsoft Office & Excel
- HMO Coordination
- Time Management
- Attention to Detail

CERTIFICATIONS

MedicalVirtualAssistant Training (PRO VA)

HIPAA Awareness Training

WORK EXPERIENCE

Accounts Payable

May 2025 – June 2026

The Paramount Medical Center Group Inc.

- Processed and verified invoices, documents, and records accurately.
- Maintained organized and confidential files and documentation.
- Performed data entry and updated records with attention to detail.
- Coordinated with internal departments regarding documents and administrative concerns.
- Prepared reports and maintained accurate records.
- Assisted with daily administrative and finance related.

Clinical Receptionist

June 2022 – January 2025

Makiling Medical Clinic & Diagnostic Center Inc.

- Managed appointments, schedules, and daily calendar coordination.
- Assisted clients and patients with inquiries and administrative concerns.
- Handled phone calls, emails, and in-person communications professionally.
- Collected, entered, and maintained accurate information and records.
- Organized documents and maintained confidential files.
- Coordinated with staff and other departments to address client needs.

Cashier Crew

March 2019 - June 2020

Jollibee Food Corporation

- Assisted customers and handled inquiries and concerns professionally.
- Processed cash and POS transactions accurately.
- Provided friendly and efficient customer service.
- Managed multiple tasks in a fast-paced environment.
- Maintained accuracy and attention to detail during daily operations.
- Worked effectively with team members to achieve smooth operations.