

CHIA LABINGHISA

OBJECTIVE

Seeking for a position in a vibrant organization where I can advance my career and develop a solid skill set. I bring a great ambition to learn, adapt, and grow, as well as a good background in administrative duties. I am committed to professional development and am dedicated to delivering my best efforts to any team. I'm looking for an entry-level position where I can put my abilities to use, learn from established professionals, and make a positive impact.

EDUCATION

Gordon College
Bachelor of Science in Business Administration Major in Human Resource Management
2022

New Cabalan Senior High School
Home Economics Strand (Tourism)
2018-2020

EXPERTISE

Customer Service
Problem Solving
Communication Skills
Administrative Tasks
Computer Literate

LANGUAGE

English
Filipino

WORK EXPERIENCE

January 21,2026 - October 2026
Valued Behavior Care

Healthcare Administrative Virtual Assistant | Medical Records, Billing & Documentation

- Reviewed healthcare records and verified documentation for completeness and accuracy.
- Cross-checked billing spreadsheets against BCBA records and session documentation.
- Organized and maintained healthcare records and Excel spreadsheets.
- Identified missing information and discrepancies and communicated updates to the team.
- Downloaded, organized, and maintained confidential patient documentation.

January 21,2026 - October 2026
Lehiskadem Inc

Accountant

- Managed financial records, transactions, accounts payable/receivable, and bank reconciliations.
- Prepared financial reports, monitored budgets, and supported cost-control initiatives.

June 2023-September 2026 - Part Time
Dedicated Janitorial Services

Executive and Administrative Assistant

- Working on Excel sheets to clean them and update create functioning tables and charts for better data management.
- Creating schedules for buildings and employees based on their availability and workload.
- Preparing reports and presentations using tools like PowerPoint to communicate information effectively.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.