Novie Kathleen Omiple

MEDICAL ADMINISTRATIVE SUPPORT | INVENTORY & DATA MANAGEMENT

Organized and reliable professional with experience in ophthalmology clinic administration, patient assistance, appointment scheduling, chart organization, and document handling. Also experienced in inventory control, computerized record keeping, reporting, and email communication. A quick learner who is willing to be trained in new systems and remote-work tools, and eager to provide dependable support in medical administration, virtual assistance, or customer service.

WORK EXPERIENCE

- **Medical Secretary / Ophthalmology Clinic Secretary**
  Private Ophthalmology Practice | Palico 4, Imus, Cavite
  2025–Present

  - Assist doctors with daily clinic operations and administrative tasks.
  - Help patients with inquiries and coordinate appointment schedules.
  - Organize patient charts and medical records, handling information with care and confidentiality.
  - Assist with doctors' checks, receipts, and related administrative documents.

- **Technical Staff – Parts Controller | Inventory Management**
  EMI Yazaki | Anabu, Imus
  2016–2025

  - Managed spare-parts inventory and recorded incoming supplies and issued items to technicians.
  - Maintained computerized inventory records and prepared monthly reports on stock levels, usage, and costs.
  - Monitored stock levels, coordinated replenishment, and assisted team leaders with operational tasks.
  - Used email to address concerns and adapted to computerized systems and procedures.

EDUCATIONAL HISTORY

- **Undergraduate Studies in Nursing**
  La Salle University – Ozamiz City
  2012–2015

RELEVANT SKILLS

- Medical and Administrative Support
- Patient and Customer Assistance
- Appointment Scheduling and Coordination
- Medical Records Organization and Confidentiality
- Data Entry and Recordkeeping
- Email and Written Communication
- Document and Receipt Processing
- Inventory Control and Stock Monitoring
- Report Preparation and Data Management
- Organization and Attention to Detail
- Adaptability and Willingness to Learn New Systems

CERTIFICATION

- **General Virtual Assistant Training**
  2023
  ProVa

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