



ELAINE F. MARCAIDA

Front Office Executive

About Me

Dedicated Pharmacist with a strong track record in medication management, patient safety, and healthcare collaboration. Skilled in optimizing patient outcomes through innovative pharmaceutical solutions and committed to continuous professional development. Proven ability to foster quality-focused healthcare environments while driving organizational success.

Additionally, experienced as a Front Desk Executive, delivering exceptional customer service and administrative support to enhance team efficiency and achieve business objectives.

Contact

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Email

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Address

Al Mankhool, Burdubai, UAE

Education

TERTIARY EDUCATION

Bachelor of Science in Pharmacy

Centro Escolar University - Manila
2014-2019

SECONDARY EDUCATION

Morong National High School

Morong, Rizal
2010-2014

PRIMARY EDUCATION

University of Rizal System

Morong, Rizal
2004-2010

License

• **Registered Pharmacist**

(Professional Regulation Commission-
Board of Pharmacy) Philippines

Skills

- Ability to read and interpret prescription
- Quick Learner
- Responsible
- Multi-tasking
- Computer Proficiency
- Registration
- Insurance Eligibility
- Cashier/Billing
- Customer Service
- Call center
- Scheduling
- Administrative Skills

Language

- English
- Tagalog

Professional Experience

Aug 2025

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Lifeline Clinic - Al Karama

Front Office Executive

Jan 2025

2024

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2023

South Star Drug Inc.

Community Pharmacist

2023

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2022

San Isidro Hospital

Hospital Pharmacist

2021

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2020

Pore It On Cosmeceuticals Solutions

Quality Assurance Officer

2017

Rizal Medical Center - Government

Intern

2017

Zeus Resources Inc. - Pharmaceutical Manufacturing

Intern

2016

St. Therese De Lima Medical Hospital

Intern

2015

Mercury Drug Corporation

Intern

Seminar Attended

2024

- Intermittent Fasting in Clinical Nutrition: Unveiling Its Benefits for Pharmacists
- Pharmacy at the Forefront of Healthcare: Empowering the Philippine Health System
- Nutritional Aspects of Medication Taking Poisoning from Medications and Hazardous Substances
- Gut Immunity and the Role of Probiotics in Diarrhea Management
- The ABC's of Multivitamins
- Immunology 101 and Allergy: Essentials for Pharmacist

2023

- Best Practices on Pharmacovigilance
- Institutionalizing Anti-Counterfeit Measures and Good Pharmacy Practices

2022

- The Heat Cold: Evidence -Based Reviews and Updates