



# JEAN MARYL F. GAMBOA

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6A St. Al Karama, Dubai, UAE

## PROFILE SUMMARY

Dedicated Front Desk Receptionist with 1 year experience as Documentation clerk providing exceptional customer service in fast-paced environment and with strong organizational and administrative skills. Experienced in handling, sorting and maintaining accurate records and files to ensure smooth office operations. Adept at managing both physical and digital documents, supporting teams with timely information and maintaining confidentiality. Committed to efficiency, accuracy and high-quality administrative support.

## AREA of EXPERTISE

- Multi-task effectively
- Active learner and effective communicator
- Document management & control
- Data entry & record keeping
- Fast learner with a positive attitude
- Computer Literate (Word, Excel, Hostinger)
- CMS(Clinic Management System)
- Able to work under pressure

## LANGUAGE

- Filipino
- English

## SEMINARS

- Basic Android App Development  
November 2017
- Cyber Security Awareness Month  
November 2018
- On the Job Training-Guidance Office  
August-December 2019

## REFERENCE

- Upon request

## EXPERIENCE

### Documentation Clerk

2024 – 2025

Philippine Medical Diagnostic & Laboratory Center Corporation

- Documenting diagnostic results accurately and timely.
- Ensuring secure and confidential handling of patient information.
- Verifying and releasing results to patients and partner clients.
- Maintaining up-to-date patient records and files.
- Checking patient medicine for their on-board.

### Medical Receptionist

2019 - 2024

Sambilay Maternity, Surgical and Medical Clinic

- Greeting patients professionally both in person and on the phone.
- Quickly answering or properly referring questions and issue.
- Optimizing provider schedules and patients satisfaction with efficient scheduling.
- Notifying providers of patient arrivals
- Comporting patients by anticipating anxieties and effectively answering questions.
- Ensuring availability of treatment information by retrieving and updating patient records.
- Verifying financial records and collecting patient charge while filing and expediting third-party claims.
- Interact with all medical representative with regards on their pharmaceutical products for maternity and surgery.
- Processing physical and medical test for drivers license and coordinate to Land Transformation Office to process drivers license.

### Special Program for the Employment of Student (SPES)-Municipality of Roxas

2015-2018

- House to house Census
- Interviewing families
- Encode documents

## EDUCATION

### Bachelor of Science in Information Technology

2015-2019

Isabela State University-Roxas Campus