




# MA. ALEXZANDRA DARHYMPLE P. BERNARDO


## About Me

I am a committed person who is always eager to learn new skills and take on new challenges. I value feedback and use it as a tool for continuous improvement. I believe a growth mindset is essential for long-term success. I bring a positive attitude and a team-oriented mindset to every role I take on. I believe in clear communication, mutual respect, and continuous learning as key elements of success.

## Contact

 (+971) 526129107

 mbernardo1103@gmail.com

 Al Rigga, Dubai, U.A.E.

## Skills

- Knowledge of MS Office
- Interpersonal skills
- Photo and Video Editing
- Knowledge of medical terminology
- Able to maintain clients' confidentiality
- Compassion & Empathy
- Good telephone etiquette
- Ability to handle stress and pressure
- Willingness to learn
- Quick to Adapt

## Language

- English
- Tagalog

## PROFESSIONAL EXPERIENCE

### Medsol Al Abbar Laboratories, Dubai

RECEPTIONIST, SEPTEMBER 2023 - NOVEMBER 2025

- Greeting and assisting patients with professionalism and care.
- Answering phone calls and responding to inquiries.
- Providing clear and empathetic communication to patients.
- Handling insurance claim processes and approvals.
- Verifying patient eligibility and coverage details.

## EDUCATIONAL BACKGROUND

### Baccalaureate (2018 - 2022)

BACHELOR OF SCIENCE IN TOURISM MANAGEMENT

Laguna University | Laguna, Philippines

### Senior High School (2016 - 2018)

TECHNICAL VOCATIONAL LIVELIHOOD STRAND

TRACE College | Laguna, Philippines

## TRAININGS & SEMINARS ATTENDED

### Certified Nursing Assistant (2023)

American Medical Certification Association

Strong Point Educational & Training Institute | Dubai U.A.E.

### Certified Caregiver (2023)

American Medical Certification Association

Strong Point Educational & Training Institute | Dubai, UAE

### Basic Life Support (BLS) Training (2023)

Golden Gate Educational & Training Institute | Dubai, UAE