



REENA MAE MANANQUIL

HEALTHCARE ADMIN

CONTACT

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Dubai, UAE

EDUCATION

**Bachelor of Science in
Biology**
Mabalacat City College
2020 - 2024

**Science, Technology,
Engineering, and
Mathematics (STEM)**
PHINMA Saint Jude College
2018 - 2020

SKILLS

- Adaptability
- Teamwork
- Data Entry
- Document management
- Time management
- Strong communication
- Organization skills
- MS Office

REFERENCES

Available Upon Request

PROFESSIONAL OVERVIEW

Motivated and detail-oriented healthcare professional with hands-on experience in hospital administration, data entry, and patient support. Skilled in maintaining accurate medical records, coordinating administrative tasks, and providing excellent service in fast-paced environments. Committed to supporting healthcare operations with precision and empathy.

WORK EXPERIENCE

Provider Enrollment Specialist

Ventra Health Global Services Inc., PH | Sept 2024 – Sept 2025

- Performed accurate data entry and maintained provider records with zero discrepancies.
- Verified provider credentials and assisted in data quality assurance.
- Supported team objectives by ensuring timely and efficient project completion.

On-the-job-trainee

Air Force City Hospital, PH | Aug 2023 – Nov 2023

- Assisted medical technologists and nurses with patient care activities in the Emergency Room.
- Monitored and recorded patient vital signs accurately.
- Ensured confidentiality and compliance with hospital procedures.

Student – Teacher (Peer Tutor)

PHINMA Saint Jude College, PH | Jan 2020 – June 2020

- Provided academic support to senior high school students under STEM curriculum.
- Assisted instructors in organizing lessons and managing classroom activities.
- Promoted a positive and engaging learning environment.