



DARLIE O MALLARE

MEDICAL TECHNOLOGIST
ADMINISTRATIVE ASSISTANT

MY CONTACT

Phone

0917-654-1227

Email

mallaredarlie@gmail.com

Address

Rhapsody Residences,
Cupang, Muntinlupa, Manila

EXPERTISE

- Clinical Assay
- Quality Control
- Organizational Skills
- Time Management
- Attention to detail
- Confidentiality
- Record Keeping

REFERENCES

Honey C Salagubang

Support Group Office

Phone

0917-707-7736

ABOUT MYSELF

I am a dedicated Medical Technologist based in Manila, Philippines. I have cultivated a diverse skill set that extends beyond the realm of medical technology which demonstrated proficiency in Computer Literacy. Further, my expertise extends into the domains of Human Resource Management and Records Management, and actively engaged in these areas, acquiring the knowledge and skills necessary for effective personnel management, organizational development, and meticulous record-keeping.

EXPERIENCE

RH2L Laboratory | 2016-2017

Medical Technologist

A contributor to the healthcare industry, serving a pivotal role in various aspects of the laboratory. The responsibilities encompass a wide range of tasks essential for accurate diagnosis and effective patient care namely; laboratory testing, equipment operation, sample collection, quality control, data analysis, record keeping, communication, safety protocols, and customer service.

Department of Transportation | 2017-2023

Administrative Assistant

Provide vital support and assistance to the day-to-day operations of the organization. This encompasses a diverse set of responsibilities aimed at maintaining a well-organized and efficient work environment. The responsibilities includes; office management, communication handling, document preparation, data entry and record keeping, office supplies management, customer service and confidentiality.

EDUCATION

2011-2015

University Of Baguio (2011-2015)
Bachelor of Medical Laboratory Science

2009-2011

Saint Louis University (2009-2011)
Bachelor of Medical Laboratory Scientist