



# Robert Kristian Tanarte

## Medical Virtual Assistant

### Hard Skill

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- Knowledgeable in google workspace
- Expert in Microsoft Office
- Medical Billing
- Medical Claims Review
- EMR navigation
- Photography / Videography
- Social Media Management

### Soft Skill

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- Observation
- Decision making
- Communication
- Multi-tasking

### Education Background

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- De La Salle Health Sciences Institute  
*Bachelor of Science in Radiologic Technology*  
Completed in 2014
- Batangas State University  
*Highschool Diploma*  
Completed in 2008

### About Me

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Dedicated and detail-oriented Medical Virtual Assistant. Highly motivated, hard-working, passionate and professional who constantly seek for personal and professional growth, and open to learn and develop new skills.

### Professional Experience

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#### University of the East

2019 - 2022

Key responsibilities:

- Performs dental radiography.
- Maintains the dental x-ray machine.
- Prepare reports on the above information and communicate the insights of these reports to the Dean

#### Xinyi Group (Glass) Company Limited

2019

Key responsibilities:

- Sales and Marketing

#### St. Lukes Medical Centel

2017 - 2019

Key responsibilities:

- Catheterization Laboratory Radiographer
- Performs fluoroscopic procedures

### Certificates

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Completed MEDVA Medical Virtual Assistant Certification

Completed HIPAA Certification