



WENDY CABRAS

Medical Administrative Support

About Me

Dedicated and detail-oriented professional with a strong background in online teaching and recent training in medical and general virtual assistance. Skilled in communication, time management, and various digital tools. Eager to apply newly gained skills in EHR, HIPAA compliance, appointment scheduling, and administrative tasks. Quick to learn, adaptable, and committed to providing reliable virtual support.

Contact

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✉ wendycabras56@gmail.com

📍 Calamba City, Laguna

Education

Trimex Colleges 2014-2018

Bachelor of Science in Information
Technology (BSIT)

Colegio De San Sebastian 2005-2008

Nursing Aid

Language

- English
- Filipino

Trainings and Certification

Medical Virtual Online Masterclass

Sync2VA

40 hours, April 2025

During the training, I learned how to handle Electronic Health Records (EHR), follow HIPAA rules, and do medical scribing. I also practiced mock calls and became familiar with ICD codes, referral forms, sending documents through facsimile, doing prior authorizations, and managing appointment schedules.

General Virtual Assistant Training

Boldminds Academy

10-day training, February 2025

I learned the basic tools and tasks of a virtual assistant. These include using Canva and CapCut, lead generation, managing emails, writing simple content (copywriting), understanding basic SEO, and using Google Workspace tools like Docs, Sheets, and Gmail.

Work Experience

English as a Second Language (ESL) Tutor

TOUCANSTALK | NOV 22, 2022 - FEB 28, 2025

EPOST EDU CENTER | MAY 2022 - NOV 4, 2022

JP ENGLISH | OCT 2021 - APR 2022

ACADSOC | MAY 2021 - AUG 2021

- Utilize various online tools and platforms for virtual online teaching, demonstrating adaptability to digital work environments.
- Manage schedules and conducted online lessons for students, ensuring timely and organized sessions.
- Recorded lesson updates, progress reports, and feedback in the company's system, ensuring accessibility for students and parents.

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Tools

- AdsDog
- Buffer
- Canva
- CapCut
- EHR
- Instant Data Scrapper
- Google Workspace

Certificates



Work Experience

Volunteer Nursing Assistant

Sablayan District Hospital | July– Oct 2008

- Assisted nurses in providing basic patient care, such as checking vital signs and assisting with mobility.
- Helped maintain patient records and ensured proper documentation.

Transferable Skills

- Excellent time management; able to organize and prioritize tasks effectively
- Strong written and verbal communication skills
- Tech-savvy; familiar with tools such as Google Workspace, Canva, CapCut, and various online platforms
- High attention to detail; ensures accuracy and efficiency in all tasks
- Adaptable and quick to learn new tools, platforms, and processes
- Strong organizational skills developed through managing schedules, lesson plans, and student records
- Skilled in multitasking and handling various responsibilities smoothly
- Customer-focused mindset with experience in providing support and maintaining professionalism
- Problem-solving skills; able to stay calm and find solutions under pressure
- Maintains confidentiality and handles sensitive information with discretion

References

Ladie Marie Narciso
Purchasing Manager
B,A,G Electronics Inc.
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