MARITONI B. LIBIRAN

HEALTHCARE VIRTUAL ASSISTANT | MEDICAL ADMINISTRATIVE SUPPORT

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PROFESSIONAL SUMMARY

Nursing graduate with 8 years of healthcare experience, including 5 years in a hospital and 3 years in a hemodialysis clinic. Experienced in patient support, collecting patient histories, clinical documentation, and coordinating patient schedules. Completed virtual assistant training in administrative support, CRM fundamentals, business communication, and productivity tools. Detail-oriented, organized, and ready to apply healthcare knowledge and administrative skills in a remote healthcare support role.

CORE SKILLS

Patient Support & Communication • Patient History Collection • Clinical Documentation • Appointment & Schedule Coordination • Medical Records Handling • Data Entry & Reporting • Administrative Support • Email & Calendar Management • Microsoft Word, Excel & PowerPoint • Google Workspace • CRM Fundamentals • File & Records Management

PROFESSIONAL EXPERIENCE

Staff Nurse | *Romel Curz Hospital* | *5 years*

- Supported patients with their concerns and assisted with patient care in a hospital setting.
- Collected patient histories and relevant information before physician assessment.
- Documented patient information and recorded doctors' instructions and orders.
- Assisted with patient scheduling and coordination of care.

Hemodialysis Nurse | *Romel Dialysis Clinic* | *3 years*

- Provided nursing support to patients receiving hemodialysis treatment.
- Monitored and assisted patients during treatment and responded to their concerns.
- Maintained patient-related documentation and supported clinic workflow.

TRAINING

ACTS 2:38 Virtual Academy | Virtual Assistant Training Program, 2026

Administrative support, CRM fundamentals, productivity tools, business communication, report creation, and client management basics.

SELECTED VA PROJECTS

Expense Report Organization: Organized and categorized sample business expenses; prepared daily, weekly, and monthly reports using spreadsheet formulas and formatting.

Digital Tools & CRM Presentation: Researched CRM platforms and productivity tools and created a presentation for VA onboarding.

GoHighLevel Funnel Project: Developed a sample sales funnel for a coffee shop, including landing-page planning, lead-capture forms, and follow-up automation.

EDUCATION

Bachelor of Science in Nursing | Manila Central University, 2001–2005