

# GERALD GATDULA

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## PROFESSIONAL SUMMARY

Medical Technology graduate with healthcare administration experience as a Laboratory Support Services Coordinator, now pursuing an Administrative Assistant position. Demonstrates expertise in schedule management, coordination, and precise documentation in fast-paced settings. Offers strong organizational, communication, and problem-solving skills, along with professionalism and discretion.

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## KEY SKILLS

- Managing Personal and Business Calendar
  - Coordinating and Scheduling Meetings
  - Proactive Planning Strategies and Keeping Ahead of Tasks
  - Document Preparation, Organizing Workflow, Creating and Updating SOP
  - Email Arrangements and Prioritization
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## TECH PROFICIENCY

**AI Tools:** ChatGPT, Grammarly, Canva AI, Gemini, Claude

**Productivity:** Google Workspace (Docs, Sheets, Slides, Drive, Calendar, Keeps, Forms), Microsoft 365 (Word, Excel, PowerPoint, OneNote, OneDrive)

**Communication:** Slack, Discord, Telegram, WhatsApp, Viber

**Project Management:** Notion, Asana

**Document Management:** Google Drive, SharePoint

**Virtual Meeting Platforms:** Zoom, Google Meet, Microsoft Teams

**Design/Social Media:** Canva, Filmora, Snapseed, Adobe Lightroom

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## EDUCATION

### Bachelor of Science in Medical Laboratory Science

St. Dominic College of Asia | Cavite, Philippines | May 2023

Most Outstanding Intern | Best in Practicum | Dean's Lister (4 semesters) | MLS Council President

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## RELEVANT EXPERIENCE

### Laboratory Support Services Coordinator

Makarti Medical Center | 2024 - 2026

- Coordinated with 10+ partner hospitals to manage end-to-end sample processing, ensuring timely and accurate laboratory testing.
  - Organized and verified complex test requirements to ensure accurate sample handling and compliance with laboratory standards.
  - Managed high-volume calls and email correspondence with patients, healthcare professionals, and partner institutions, ensuring timely and professional communication.
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## CERTIFICATION

- Registered Medical Technologist | March 2024 - Philippines