



GHELLA SALIGAN

VETERINARIAN

CONTACT

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- 📍 Cagayan de Oro, Philippines

EDUCATION

2015 - 2023

CENTRAL MINDANAO
UNIVERSITY

Doctor of Veterinary Medicine

SKILLS

- Client communication
- Familiar with EHR/EMR systems
- Appointment scheduling
- Phone call management

SOFT SKILLS

- Time Management
- Adaptable to change
- Ability to multitask
- Organized and detail oriented

PROFILE

I am a licensed veterinarian with more than two years of hands-on experience working in small animal practice. I have worked as a virtual assistant for three months with experience in scheduling and task management. I am confident that my background, administrative support, and strong interpersonal skills make me a strong fit for your company.

WORK EXPERIENCE

Casas-Jamis Veterinary Clinic

Veterinarian

October 2023 - present

- Input data into electronic health record (EHR) for record keeping
- Effective client communication during examinations and vaccinations under supervision
- Perform basic laboratory works such as blood, stool and skin analysis, and diagnostic imaging such as ultrasound and radiology
- Administrative work, such as managing and scheduling appointments
- Call clients to relay in-patient's health status
- Emailing respective veterinarians for case referrals

Animal Holistic Therapies

Virtual Assistant

July 2025 - October 2025

- Appointment scheduling
- Responding to queries via phone calls, SMS, and social media
- Managing inboxes efficiently
- Tools: ZandaHealth, Zoom

Pet Whiskers Veterinary Clinic

Veterinarian

July 2023 - September 2023

- Record keeping of patient's medical and vaccination records
- Basic laboratory work such as blood, stool and skin analysis
- Billing clients of the procedures done and recording it in a record book
- Call clients to remind them of their scheduled appointment
- Administrative tasks like answering phone calls, emails and scheduling appointment