

John Ralph C. Vidal

📍 28-B Chelsea Street, East Fairview, Quezon City, NCR, Philippines

📞 (63) 952-487-4387 | ✉️ Johnralphvidal915@gmail.com

Professional Summary

Highly organized Licensed Registered Nurse (PH) and formally trained Medical Virtual Assistant. Fully certified in HIPAA compliance, medical billing fundamentals, and virtual practice management. Combines 4+ years of clinical/occupational health experience with strong administrative, procurement, and client management skills. Equipped with a deep understanding of medical terminology, patient care coordination, and data integrity, making me ready to provide seamless, secure, and efficient remote support to healthcare providers.

Core Competencies

- **Clinical & Medical Skills:** Medical Documentation, Patient Health Assessments, Care Coordination, Medical Terminology.
- **Administrative & Digital Skills:** Material & Vendor Sourcing, Accurate Record Keeping, Daily Inventory Tracking, Basic Bookkeeping, Data Analysis & Reporting.
- **Compliance & Systems:** HIPAA Privacy & Data Security Regulations, Medical Billing Fundamentals, Pandemic Protocol Implementation.

Relevant Technical Certifications

- **Completed Medical Virtual Training Course (2025)**
 - **Completed HIPAA Awareness for Healthcare Providers (2025)**
 - **Completed Fundamentals of Medical Billing and HIPAA Privacy Training (2024)**
 - **Completed Bookkeeping for Micro Enterprises (2022)**
 - **Licensed Registered Nurse – Philippines**
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Professional Experience

VES AT WORKPLACE ENTERPRISE

Company Nurse / Health & Safety Manager | *March 2020 – December 2025*

- Conducted health assessments and managed comprehensive, proper medical documentation for employees.
- Coordinated seamlessly with external healthcare facilities and medical professionals to facilitate patient care and referrals.
- Spearheaded workplace health protocols and educated safety officers on standard care implementation.

Procurement Specialist | *August 2025 – May 2026*

- Reviewed purchase requests, issued purchase orders, and managed administrative purchasing activities.
- Maintained accurate procurement records while strictly ensuring compliance with internal company policies.
- Sourced specialty vendors and negotiated service agreements, demonstrating strong remote communication and management skills.

VIRADOS TRADING

Account / Sales Manager | *September 2017 – February 2020*

- Managed top key accounts and created the company portfolio as part of the pioneer team.
- Generated detailed monthly sales analysis reports, managed action plans, and monitored daily product inventory movements.

MERCK SHARP AND DOHME (MSD)

Professional Sales Representative | *September 2010 – August 2017*

- Built and maintained trust-based relationships with Key Opinion Leaders (KOLs) and medical professionals.
 - Successfully secured product inclusions in hospital and government formularies through meticulous administrative bidding and documentation.
 - Recognized with multiple awards, including the Director's Award for Highest Product Growth in the Asia Pacific Region.
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Education

- **Bachelor of Science in Nursing** | Metropolitan Hospital College of Nursing (2005 – 2009)
 - **High School Diploma** | Hope Christian High School (1993 – 2004)
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Professional References

- **Kiel Villagomez** Operations Manager, VES at Workplace Enterprise
📞 09277005841
- **Harold Nudos** Business Owner, Console Manila
📞 09478913371

Other references are available upon request.