



LUVIMIN JULATON

RECEPTIONIST/ BILLER

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to achieve a high degree of work efficiency.

SKILLS AND ABILITIES

- Great communication and interpersonal skills
- Excellent organizational and multi-tasking skills
- Great verbal and written communication skills in English

CONTACT INFORMATION

Phone: (971) 052 446 9800
Email: alauranick@gmail.com
Address: Dubai, U.A.E.

CAREER SUMMARY

Receptionist/Biller

**Healthpoint Hospital(Mubadala Healthcare)
Zayed Sports City, Abu Dhabi**

JUNE 7, 2014 UP TO PRESENT

- Do administrative tasks and book patients
- Collect payment and do correct invoice and receipts
- Monitor stocks levels and do requisition

Receptionist / Insurance Coordinator

**Emirates Medical Laboratory
Corniche, Sharjah**

August 2009 to September 2012

- Receive patients, schedule and confirm appointments
- Responsible for taking authorizations and approvals from insurance
- Answer emails and phone calls.

Medical Technologist

**Precise Diagnostic Laboratory
Baguio City Philippines (63)9178674297**

January 7, 2013 to September 20, 2013

- Verify patient's correct identity and test requested.
- Draws blood sample from patients and perform the test.

Laboratory Analyst

**Precise Drug Test Centre (Drug Test/Medical
& Neuro Psychiatric Evaluation Centre)
Baguio City, Philippines (63)9999967180,
(63)9178674297**

January 2007 to December 2008

- Perform drug screening test for THC (delta-9-tetrahydrocannabinol) and Methamphetamine.
- Assist doctors in doing physical examination to the patients and clients.

Volunteer Medical Technologist

**Tabuk Kalinga Rural Health Center,
Philippines**

JANUARY 2005 TO DECEMBER 2006

- Collect and prepare blood samples for examination
- Perform the tests requested by the doctor

ACADEMIC HISTORY

University of Baguio

BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY

- Completed in May 2004