

# JENARD PAUL P. REGINO

*Virtual Assistant, EA, Medical VA, Data Encoder, Data Entry Specialist, Graphic Designing*

## Profile

Hi there! I'm Paul, a dedicated and highly organized with almost 5 years of being a Virtual Assistant with a strong background in data encoding, data entry, and graphic design (since 2021), and Medical Virtual Assistance (since 2023). I'm passionate about providing top-notch administrative support while ensuring accuracy, efficiency, and creativity in every project. My goal is to exceed client expectations and build long-term relationships based on mutual trust and collaboration. You can count on me to be reliable, proactive, and responsive, always striving for excellence in everything I do.

## Work Experience

### Virtual Assistant, EA, Data Entry, Data Encoder, Med VA

2021

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2025

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- Working with the wider development team using Slack, Notions, Apollo, etc.
- I assist with email management, calendar scheduling, data entry, and general administrative tasks.
- Converting audio or video files into written documents.
- Conducting market research, lead generation, or finding relevant data for projects.
- Handling client inquiries via email or chat, providing information, and solving basic issues. (non-voice)
- Making workbooks for the kids via Canva.
- Accurately inputting patient information, medical histories, and billing details into EMR/EHR systems.
- Managing patient appointments, follow-ups, and cancellations.
- Responding to patient inquiries, sending appointment reminders, and following up on care instructions.

### Graphic Designing

2021

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2025

*Upwork/OnlineJobs.ph*

- Designing graphics for social media, marketing materials, blogs, and websites using Canva.
- Designing logos, business cards, flyers, and brochures.
- Creating visually appealing slide decks and workbooks.
- Crafting workbooks and activity sheets for kids.

## Skills

- Excellent Oral Communication Skills
- Excellent Written Communication Skills
- Excellent Leadership Skills
- Excellent Technology Skills
- Excellent Problem-Solving Skills
- Excellent Organization Skills
- Excellent Critical Thinking Skills



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 Tagumpay, Orani, Bataan, Philippines

## Education

### Professional Culinary Arts

Magsaysay Center for Hospitality and Culinary Arts (MIHCA)

2016 - 2019

### Diploma in Culinary Arts

Asia Pacific of College & Advanced Studies

2014 - 2016

## Expertise

Virtual Assistance

Data Entry/Specialist

Designing

Tools & Softwares

Medical Assistance

## Language

English

Filipino