

## Contact

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## Top Skills

HIPAA Compliance Knowledge  
Critical Care Nursing  
Emergency Nursing

## Certifications

Advanced Cardiovascular Life Support (ACLS)  
HIPAA Training US

# Darwina Salinel

Registered Nurse and HIPAA Certified Medical Virtual Assistant  
Zamboanga Del Sur, Zamboanga Peninsula, Philippines

## Summary

Certified Medical Virtual Assistant and Licensed Nurse with 9 years of clinical experience in emergency and COVID care. Skilled in patient communication, appointment scheduling, email and calendar management, data entry, EMR documentation, and HIPAA compliance. Proficient in Google Workspace, Microsoft Office, and administrative support tasks. Dedicated to providing organized, compassionate, and efficient support to healthcare teams and clients.

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## Experience

### Ciudad Medical Zamboanga

#### Registered Nurse

July 2023 - September 2024 (1 year 3 months)

#### Zamboanga

Patient Care – Delivered compassionate and quality care to patients in fast-paced healthcare settings.

Emergency Response – Responded quickly and effectively to urgent and critical medical situations.

Triage Assessment – Assessed and prioritized patients based on medical urgency and condition severity.

EMR Documentation – Maintained accurate and organized electronic medical records and patient information.

HIPAA Compliance – Protected patient confidentiality and followed healthcare privacy regulations.

Administrative Support – Assisted with scheduling, documentation, and daily administrative tasks.

Data Entry – Entered and updated patient and administrative data accurately and efficiently.

Calendar Management – Organized appointments, schedules, and follow-up reminders.

Email Management – Managed professional communications and maintained organized inboxes.

Customer Service – Provided professional, compassionate, and patient-centered support.

Communication Skills – Communicated clearly and effectively with patients and healthcare teams.

Time Management – Managed multiple responsibilities efficiently in high-pressure environments.

Microsoft Office – Used Word, Excel, PowerPoint, and Outlook for documentation and reporting.

Google Workspace – Utilized Google Docs, Sheets, Drive, and Calendar for remote work tasks.

Team Collaboration – Worked effectively with multidisciplinary teams to deliver quality care.

### City Health Office of Zamboanga

#### Registered Nurse

December 2021 - July 2023 (1 year 8 months)

Ecozone Quarantine Facility, Zamboanga City

COVID-19 Patient Care | Infection Control | Patient Assessment |

Vital Signs Monitoring | Medication Administration | Oxygen Therapy |

Emergency Response | Documentation & Charting | PPE Compliance | EMR

Systems | HIPAA Compliance | Team Collaboration | Time Management |

Compassionate Care

### Ciudad Medical Zamboanga

#### Emergency Room Nurse

September 2019 - December 2021 (2 years 4 months)

Zamboanga Del Sur

Patient Care – Delivered compassionate and quality care to patients in fast-paced healthcare settings.

Emergency Response – Responded quickly and effectively to urgent and critical medical situations.

Triage Assessment – Assessed and prioritized patients based on medical urgency and condition severity.

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## Education

Western Mindanao State University

Bachelor of Science in Nursing, Registered Nursing/Registered Nurse · (April 2007 - April 2011)