

GEONEIL SAGUIN

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SUMMARY

Experienced healthcare support professional with a strong background at Suncoast Primary Care Specialists. Skilled in scheduling, medication refills, pharmacy coordination, referrals, and managing patient documents. Passionate about delivering quality patient care and improving healthcare processes. Adaptable and willing to take on any work or job position with dedication.

WORK EXPERIENCE

Suncoast Primary Care Specialist 2024-2026

- Managed 50–60 office and tele-health slots a day in eClinicalWorks, matching twelve providers' calendars with patients' needs and trimming wait times.
- Managed communication between the pharmacy to clarify patient medication requests before sending via e-prescription.
- Verified benefits in Availity before referrals went out, preventing surprise bills and keeping claims clean.
- Managed referrals for specialties (eye care, DME, cardiology, neuro, ortho, gastro, etc.) and updated patients daily on insurance status and referral progress.

Student Teacher 2023-2024

- Assisted in lesson planning, classroom management, and student support.
- Gained experience in teaching, communication, and inclusive education.

TomYum Iligan 2019-2020

- Served food, took orders, and assisted guests to ensure a positive dining experience.
- Worked with kitchen staff for accurate orders and maintained a clean dining area.

EDUCATION

Bachelor of Secondary Education 2020-2024

Mindanao State University - Iligan Institute of Technology

- Major in Physics
- Final CGPA: 1.78

Information Technology 2018-2020

Iligan Computer Institute

- Final Overall Grade: 88

KEY SKILLS AND QUALIFICATION

- Project Management
- Problem Solving
- Creativity
- Leadership
- Licensed Professional Teacher
- Passed the national licensure examination with an 88% score.