

MYRTLE JAIME NAWAL

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Summary

Professional with 2+ years of experience in data-intensive environments, specializing in Data Entry, Information Verification, and Documentation. Proven ability to execute complex Database Management and Records Management tasks while ensuring strict Data Protection and Information Accuracy. Skilled in Remote Operations, maintaining high productivity and consistency in high-volume administrative workflows using Microsoft Excel and Google Sheets.

Work Experience

Real Estate Sales Manager

January 2020 – January 2021

REAL ESTATE SALES, GENERAL SANTOS CITY

- Entered and maintained high-volume property listings and client records within the central database with 99% accuracy.
- Verified the accuracy of transaction documentation and information for over 50 monthly property closings to ensure data integrity.
- Organized digital file management and database management systems, streamlining information accessibility for the remote team.
- Updated client communications logs daily, ensuring all records management protocols were followed in a remote operations environment.

Licensed Financial Advisor

January 2019 – January 2020

INSURANCE AND FINANCIAL SERVICES, GENERAL SANTOS CITY

- Entered and processed sensitive client application data into the system while maintaining strict adherence to HIPAA and data protection standards.
- Maintained confidential digital records and documentation for 100+ clients, ensuring high information accuracy and verification.
- Updated database records following every consultation, ensuring consistency and accessibility of client financial profiles.
- Verified information for insurance policies and financial reports, reducing manual entry errors by performing systematic quality checks.

Education

Doctor of Medicine (MD Candidate) in Medicine

January 2022 – Present

MINDANAO STATE UNIVERSITY GSC COLLEGE OF MEDICINE

BA English in Linguistics & Literature

January 2014 – January 2018

MINDANAO STATE UNIVERSITY GENERAL SANTOS CITY

BA Communications in Speech & Media Arts

January 2013 – January 2014

Additional Skills

Data Management & Technical Skills: Data Entry, Typing, Database Management, Documentation, Information Verification, Information Accuracy, Records Management, Medical terminology

Software & Tools: Microsoft Excel, Google Sheets, Google Workspace, Microsoft Office Suite, Zoom, Microsoft Teams

Operations & Compliance: Remote Operations, Data Protection, HIPAA Compliance, Administrative Assistance, Virtual Assistance, File Management

Soft Skills & Professionalism: Customer Support, Client Communication, Task prioritization, Time management, Organization, Attention to Detail, Confidential information handling

Certifications

- HIPAA certification - Accredited Provider (January 2022)

Languages

- English
- Filipino