

# LOURIZA A. REYES

## BSN, RN (BSND, RND)

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Philippine-licensed Registered Nurse and Registered Nutritionist-Dietitian with a strong background in healthcare coordination, administrative support, and client communication. Experienced in managing organized workflows, handling confidential records, and utilizing digital platforms such as Cerner EMR, Google Workspace, and productivity tools to support efficient operations. Detail-oriented, dependable, and highly adaptable, with a passion for helping business owners streamline tasks, improve organization, and maintain excellent client and customer experiences in a remote work environment.

## PROFESSIONAL EXPERIENCE

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### Executive / Administrative Assistant

*Louriza ELLYZ Corp – Tarlac, Philippines | Oct 2019 – April 2026*

- Coordinated operations, schedules, and training programs
- Managed correspondence with clients, suppliers, and government offices
- Supported administrative tasks, including scheduling and record management

### Clinical Dietetics Coordinator

*Hamad General Hospital – Doha, Qatar | Dec 2012 – Sep 2019*

- Coordinated dietary and clinical care for hospital patients across units
- Maintained accurate patient records using Cerner EMR
- Assisted medical teams in patient management and care planning
- Prepared staff schedules and orientation of new staff
- Precepted students in Human Nutrition and hospital clinical practices

### Nutritionist-Dietitian

*Jesus Nazarene General Hospital – Lingayen, Pangasinan | May 2010 – Oct 2010*

- Provided dietary counseling and nutrition support for inpatients and outpatients
- Collaborated with physicians and nursing staff on patient care plans
- Supervised food preparation and ensured compliance with sanitation standards

### Online Appointment Setter (Remote, Part-Time)

*Farmers Car Insurance | March – May 2012*

- Conducted cold calls to generate sales leads and schedule appointments.
- Updated and maintained accurate records in CRM databases.

## **Manager**

*Manny's Balls Food Cart – Lingayen, Pangasinan, Philippines | November 2009 – March 2012*

- Managed food cart operations and ensured food safety and staff compliance.
- Designed healthy menu options to drive customer interest and sales

## **Nutritionist-Dietitian**

*Jesus Nazarene General Hospital – Lingayen, Pangasinan, Philippines  
May – October 2010*

- Provided dietary counseling for inpatients and outpatients.
- Supervised food preparation and kitchen sanitation

## **Online Content Writer (Remote)**

*Essays.ph | February 2009*

- Produced original SEO-optimized articles for websites and blogs.
- Ensured content met quality standards and passed Copyscape checks.

## **Trainer / Teacher**

*Missionary Training Center – The Church of Jesus Christ of Latter-day Saints  
July 2002 – December 2003*

- Facilitated workshops and training sessions on leadership and teaching techniques.
- Designed and presented materials using PowerPoint and other teaching tools.

## **EDUCATION**

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**Bachelor of Science in Nursing** – University of Pangasinan  
2005 – 2008

**Bachelor of Science in Nutrition and Dietetics** – University of Santo Tomas  
1996 – 2000

## **LICENSES & CERTIFICATIONS**

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- Registered Nurse** – Philippines (PRC License No.0517824 Valid until 9/26/2027)
- Registered Nutritionist Dietitian** – Philippines (PRC License No.0010817 Valid until 9/26/2027)
- Basic IVT: IVTC No.: IVT-2601-230 (Valid until January 2028)
- Basic Life Support (Valid until January 2028)
- HIPAA & Confidentiality Training

Committed to continuous learning to deliver smarter and more competitive support.

## **TRAININGS**

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### **Medical Virtual Assistant Certificate – ProVA — April 2024**

- Medical administrative support
- Appointment scheduling and calendar management

- Electronic Medical Records (EMR) familiarity
- Patient communication and coordination
- Medical documentation and organization
- HIPAA awareness and confidentiality practices

#### **Executive Assistant Certificate – ProVA — May 2024**

- Executive calendar and email management
- Administrative and operational support
- Meeting coordination and scheduling
- Travel and document organization
- Professional communication skills
- Time management and multitasking skills

#### **Lead Generation – ProVA — June 2, 2024**

- Prospect and client research
- Lead sourcing and qualification
- Data entry and database management
- Email outreach and follow-ups
- Social media prospecting
- Online research and organization

#### **Basic Go High Level — July 25, 2025**

- CRM and pipeline management
- Workflow and marketing automation
- Appointment scheduling setup
- Lead capture forms and funnels
- Email and SMS campaign basics
- Client communication management

#### **Systeme IO Automation Training – CDPH August 28, 2025**

- Workflow automation and process optimization
- Task automation for improved productivity
- CRM and business process automation
- Automated email and follow-up systems
- Streamlining repetitive administrative tasks
- Digital efficiency and operations support

#### **Figma Wireframing Training – CDPH August 20, 2025**

- Website and landing page wireframing
- User interface (UI) layout planning
- Creating user-friendly design structures
- Visual collaboration and prototype design
- Basic UX design principles
- Planning responsive and modern web designs

### **Landing Page Design — August 2025**

- Website layout planning and structure
- Responsive web design principles
- Landing page optimization for conversions
- Call-to-action (CTA) placement and design
- User-friendly and modern page creation
- Basic website publishing and customization

### **Google Analytics Training - LinkedIn Learning November 8, 2025**

- Website traffic and performance monitoring
- User behavior and audience analysis
- Data interpretation and reporting
- Tracking conversions and engagement metrics
- Understanding marketing performance insights
- Using analytics for business decision-making

### **Child Abuse - CEU Fast — January 25, 2026**

- Child abuse identification and prevention
- Mandatory reporting responsibilities
- Patient protection and advocacy
- Ethical and legal healthcare practices
- Recognizing signs of neglect and abuse

### **Infection Control - CEU Fast — January 26, 2026**

- Infection prevention and control protocols
- Proper hand hygiene and PPE usage
- Standard and transmission-based precautions
- Workplace safety and contamination prevention
- Patient and healthcare worker protection

### **Basic IVT - FDM Training Center — January 28 & 31, 2026**

- Intravenous therapy fundamentals
- IV insertion and monitoring techniques
- Fluid administration and patient safety
- Infection control during IV procedures
- Proper documentation and patient care

### **Basic Life Support - FDM Training Center — January 26 & 31, 2026**

- Cardiopulmonary Resuscitation (CPR) basics
- Emergency response and patient assessment
- Airway management techniques
- Basic life-saving procedures
- Team coordination during emergencies

## **Nurse Essential Package - FDM Training Center**

### **Nursing Skills Enhancement (NSE) — February 6, 2026**

- Clinical nursing skill improvement
- Patient assessment and monitoring
- Safe and effective nursing care
- Communication and patient interaction
- Healthcare documentation practices

### **Special Nursing Procedures (SNP) — March 17, 2026**

- Specialized bedside nursing procedures
- Sterile and aseptic techniques
- Patient preparation and procedure assistance
- Clinical safety and proper handling techniques
- Advanced nursing support skills

### **Patient Safety Program (PS) — January 27, 2026**

- Patient safety standards and protocols
- Risk reduction and error prevention
- Safe medication and treatment practices
- Healthcare quality improvement awareness
- Promoting a culture of safety in healthcare

## **TOOLS**

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- ❖ Google Workspace (Docs, Sheets, Slides, Drive, Calendar, Forms)
- ❖ Microsoft Office (Word, Excel, PowerPoint)
- ❖ Canva
- ❖ Notion
- ❖ Trello
- ❖ Calendly

- ❖ Zoom
- ❖ Google Meet
- ❖ Slack
- ❖ CapCut
- ❖ InShot
- ❖ Figma
- ❖ Cerner
- ❖ ChatGPT
- ❖ Claude
- ❖ Website & Landing Page Builders: *Wix,*

- Weebly, Webnode, Hostinger, Systeme.io*
- ❖ Automation & Analytics Tools: Google Analytics, workflow automation tools, and AI-powered productivity platforms

## SOFT SKILLS

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- ❖ C1-Level English Communication Skills
- ❖ Strong Verbal & Written Communication
- ❖ Steady and Reliable Personality
- ❖ Calm and Patient Under Pressure
- ❖ Time Management & Organization
- ❖ Attention to Detail
- ❖ Problem-Solving & Critical Thinking
- ❖ Adaptability & Willingness to Learn
- ❖ Professionalism & Confidentiality
- ❖ Leadership & Team Collaboration
- ❖ Customer Service & Client Support
- ❖ Multitasking & Prioritization
- ❖ Dependability & Accountability
- ❖ Process Improvement & Workflow Organization
- ❖ Emotional Intelligence & Empathy
- ❖ Proactive Mindset
- ❖ Resourcefulness & Initiative
- ❖ Flexible Across Different Time Zones and Work Environments