

# Czarina Kassandra Runatay

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## Professional Summary

Competent, bilingual Clinical Concierge PCA with a solid history of resolving all concerns through clear communication, presenting of alternative options, and innovative problem-solving abilities. Proactively ensures seamless operations, with advanced software proficiency and rapid learning. Demonstrates leadership, teamwork, and professionalism, acknowledged for exceptional organizational prowess that enhances workplace efficiency.

## Skills and Qualification

- Fluent in English, Tagalog, and Filipino
- Skilled in medical terminology and documentation, ensuring accurate record-keeping.
- Proficient in using electronic health records (EHR) systems for patient data management.
- Knowledgeable in administering medication and following prescribed treatment plans.
- Competent in conducting patient assessments and vitals monitoring.
- Adept at sterile techniques and infection control protocols to maintain a safe environment.
- Familiar with medical equipment operation and maintenance procedures.
- Trained in CPR and basic life support techniques.

## Education

**Bachelor of Science in Nursing** – Transfer Cohort  
*Seattle University* | Seattle, WA

Expected, June 2025

- Alfie Scholar's Program – 2023 Cohort
- PTK Scholarship Program 2023
- Seattle U Achievement Scholarship (2023)
- Redhawk Grant Transfer (2023)

**Associates in Pre-Nursing**

June 2021 - June 2022

*Clover Park Technical College* | Lakewood, WA

- Associates in Pre-Nursing (2021-2022) – Graduated with Honors
- Practical Nursing Program (2023)
- President's List (Top 10% of students of CPTC) (2021-2022)
- Member – Beta Omicron Gamma Chapter, Phi Tetta Kappa Honor Society (2021-Present)

**Bachelor of Science in Nursing**

September 2021 - July 2022

*Far Eastern University* | Manila, Philippines

**High School**

September 2016 - June 2020

*Spanaway Lake High School* | Spanaway, WA

- High School Diploma (Class of 2020)

## Trainings and Certifications

**MultiCare University**

Renton, WA

- Indigo Instrument Processing & Autoclave (2023)
- Limited Scope Xray Technician – Registered
- Medical Assistant – Registered (2023)
- N95 Respirator Training (2022)
- Capillary Collection (2022)
- Splinting 101 CBL (2022)
- Freestyle Precision Pro Glucometer Initial Training—QC and Patient Testing (2022)
- POCT: Accula™ Initial Training Module (2022)
- LIAT Rapid Testing Initial Training Module (2022)
- Clinitek Status + Training (2022)

## **ProCare Academy**

Lakewood, WA

- Certified Nursing Assistant Program + 40-hour Clinical (2022)
- Basic Life Support – CPR and AED Program (2022)

## **American Heart Association**

Seattle, WA

- Basic Life Support (CPR and AED Program) Valid from 01-21-2020 through 01-21-2022
- HIV/AIDS 7.5 Hour Training for Health Professionals (March 2020)
- DSHS Certified - National COVID-Ready Caregiver Certification (April 2020)

## **Leadership and Activities**

### **Secretariat Committee**

September 2020 - June 2022

All Youth Organization

*Far Eastern University* | Manila, Philippines

- Managed administrative tasks for the organization, including record-keeping and documentation.
- Assisted in planning and organizing events, coordinating logistics and schedules.
- Handled communication and correspondence with members, ensuring smooth information flow.

### **Executive Committee, Public Relations**

September 2020 - June 2022

Young Women's Christian Association

*Far Eastern University* | Manila, Philippines

- Collaborated cross-functionally with teams to design and implement successful communication initiatives, ensuring alignment with organizational goals.
- Developed and executed public relations strategies to promote organization initiatives.

### **Executive Committee, Events Management**

September 2020 - June 2022

FEU Central Student Organization

*Far Eastern University* | Manila, Philippines

- Assisted in developing marketing strategies to attract and engage a broad student audience.
- Contributed to the planning and execution of university-wide events and activities.
- Worked closely with various committees to coordinate event logistics and details.

## **Work Experience**

### **Clinical Concierge PCA/MA-R**

September 2022 – Present

Department: UCC Indigo Point Ruston

Indigo Urgent Care, Tacoma, WA

*MultiCare Health System* | Tacoma, WA

- Demonstrated proficiency in evaluating and recording an average of 60 patients per day (e.g., obtaining patients' vital signs by visual and auditory measures, and assessing their medical condition and preparing them for medical treatment by providers).
- Managed efficient management of patient charting and documentation providing patient education and maintaining patient confidentiality in accordance with OSHA and HIPAA regulations.
- Maintained the cleanliness, sanitation and upkeep of all facilities, exam rooms and equipment to ensure a safe and hygienic environment.

### **FC Associate III – Ship Clerk**

October 2020 – September 2022

*RNT9 Amazon Sortation Center* | Fife, WA

- Strategically planned and prioritized day-to-day shipments and collaboration with team members to improve process integration and flow.
- Coordinated with drivers and carriers, meeting schedules, and enhancing delivery operations.
- Implemented quality control measures, reducing downtime and optimizing revenue.
- Developed organizational systems for records, reports, and agendas, improving information management.