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**Gulfjobseeker.com CV No:** **685782**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**CAREER OBJECTIVE:**

A position in your company that can further develop my potentials and skills, enhance my capabilities and can help achieve your goals.

**HIGH LIGHTS OF QUALIFICATION:**

1. Good moral character
2. Willing to work for long hour
3. Dedicated to work
4. Honest, dependable and prompt
5. Computer literate

**PERSONAL BACKGROUND:**

**Age:** 25 yrs old

**Birth Date:** October 15, 1984

**Nationality:** Filipino

* Graduated with the degree of Bachelor of Science in Nursing

**LANGUAGE SPOKEN:**

* English
* Filipino

**EDUCATIONAL BACKGROUND:**

**College:** Bachelor of Science in Nursing (2002-2006)

**University of Baguio**

 General Luna Road, Baguio City

 Philippines

 Pre-Optometry (2001-2002)

 **Centro Escolar University**

Mendiola, Manila, Philippines

**High School:** Saint Augustine’s School (1999-2001)

 Iba, Zambales, Philippines

 San Andres High School (1997-1999)

 Masinloc, Zambales, Philippines

**Elementary:** Bamban, Elementary, School (1991-1997)

Bamban, Masinloc, Zambales, Phlippines

**WORK EXPERIENCE:**

 **Sales Person:**

 **Tiongsan Department Store (October 2006-April 2007)**

* Greeted clients and assisted purchases
* Maintained Inventory control
* Assisted purchases and special orders.

 **Teacher:**

**Academia De Sophia International (June 2007-September 2008)**

* Taught academic especially in learning English language, Social and motor skills to Korean students in team teaching, combination and special classes.
* Prepared objectives and outlines for courses of study.
* Counseled students when adjustments and academic problems.
* Prepared, administered and corrected tests; kept attendance and grade records.

**Office Clerk:**

**Benguet General Hospital, Rehabilitation Department (November 2008-November2009)**

* Provided administrative support to the Associate Chief and Program Specialist of the Rehabilitation service.
* Created and executed numerous projects using Excel and Power Point; used Power Point to help develop a staff cascade phone directory.
* Scheduled and greeted patients; answered telephone calls; purchased supplies; and performed data entry, billing and coding.
* Arranged training class travel; assisted manager in training students.
* Maintained new referral tracking system that improve patient care.

**TRAINING COURSES and SEMINARS ATTENDED:**

**July 10, 2006:**

* HEALTH CARE PROVIDER SEMINAR

 Baguio City Convention Center

**August 15-19, 2007:**

* PEDIATRIC DISORDER AND PREGNANCY INDUCED HYPERTENSION
* EATING DISORDER
* PARKINSON’S DISEASE
* EPILEPSY and SEIZURE

Baguio City Convention Center

**January 7-12, 2008:**

* THE PHILIPPINE NATIONAL RED CROSS

FIRST AID TRAINING

 Harrison Rd., PNRC Social Hall, Baguio City

**January 7-12, 2008:**

* THE PHILIPPINE NATIONAL RED CROSS

BASIC LIFE SUPPORT TRAINING

Harrison Rd., PNRC Social Hall, Baguio City

**I affirm that the given information is true and correct to the best of my knowledge and brief.**

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