**Gulfjobseeker.com CV No:** **1128078**

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**OBJECTIVES**

* To efficiently and competitively exercise my profession in delivering quality services.
* To perform several functions in any institution that fits my area of capability.

**EMPLOYMENT HISTORY**

**Staff Nurse**

Al Sharq Polyclinic

Riyadh, Saudi Arabia

March 08, 2011 – July 04, 2013

Responsibilities:

1. Emergency Department
   * + Vital signs taking
     + Assessing patients
     + Assisting doctors
     + Giving medicine as prescribed by doctors
     + Doing ECG
     + Inserting and giving intravenous medications
     + Monitoring patient’s condition until stable
2. Outpatient Department
   * + Vital signs taking
     + Assessing patient’s condition
     + Assisting doctors in doing stitching
     + Doing dressing to the patients wounds
     + Assisting in eye wash and ear wash
     + Doing dressing to burn patients
     + Assisting in incision and drainage
     + Giving health education
3. Pediatric Department
   * + Vital signs taking including weight and height of the child
     + Assisting the doctor in assessing the child
     + Giving intravenous and intramuscular injections as doctors prescribed
     + Giving fleet enema
     + Educating mothers on how to take care of their children
4. Dental Department
   * + Checking patient’s blood pressure before doing any procedure
     + Preparing all needed instruments
     + Assisting the dentist like giving needed instruments
     + Ensure the patient is comfortable
     + After giving anesthesia, ask the patient’s condition if he/she is okay or not
     + After the procedure clean all the used instruments and sterilized.
5. Insurance Department

* Thorough understanding of medical terminology in relation to diagnoses and

procedures.

* Proven record of completing and maintaining production logs
* Ability of communicating to customers in a timely, polite manner
* Able to clean and maintain equipment

**Volunteer Nurse**

Our Lady of Mercy Specialty Hospital

Bacolod City, Philippines

August 16, 2010 – November 15, 2010

Responsibilities:

* 1. OB-Gyne Ward
     + Giving direct care for pregnant woman
     + Educate both the patient and their families
     + Ensure woman’s comfort before and after delivery
     + Providing their needs
     + Taking vital signs
     + Giving medications as prescribed by doctors
  2. Surgical Ward
     + Vital signs taking
     + Giving pre-op medications as prescribed by doctors
     + Assessing patient’s condition
     + Make patient comfortable
     + Ensure all pre-op procedures done
     + Make sure all necessary documents were signed
     + Inform OR
     + Endorsed patient to OR

**Customer Sales Representative**

Teletech, Bacolod City

December 2009 – July 2010

Responsibilities:

* Greet customers warmly
* Know the reason for calling
* Build rapport to the customer
* Identifying customers’ needs
* Giving ideas to the customer regarding the product
* Submits orders by referring to price list
* Inform customers for availability or if the items are out of stock
* Answers questions about warranties or terms of sale
* Handle product recalls
* Inform customers about deals and promotions
* Sell products and services
* Advise on company policy and information
* Promoting new product
* Hitting the target
* Ensure that every customer have positive experience

**Technical Support Representative**

Teletech, Bacolod City

February 2009 – November 2009

Responsibilities:

* Provides answers to clients by identifying problems
* Greet customers warmly
* Ascertain problem or reason for calling
* Resolve customers complaints via email, phone and mails
* Verifying correct information
* Making sure to go through the step by step process in solving problem
* Getting correct information
* Assuring clients that information provided will be kept confidential
* Accommodates clients disabilities with regards to technical issues
* Sending correct steps through email
* Making sure that issues are resolved.
* Maintaining relationship with customers
* Responding to customers email and phone inquiries.

**EDUCATIONAL ATTAINMENT**

**BACHELOR OF SCIENCE IN NURSING**

Riverside College Bacolod City, Philippines

SY 2004 – 2008

**KEY ASSETS and SKILLS**

* Hardworking
* Results Oriented
* Good Public Relations
* Computer Proficient
* Flexible and willing to be trained
* Passion for continuous learning and personal growth
* Can work well with minimum supervision
* Possess excellent verbal and written communication skills
* Ability to obtain accurate patient history, chart and documentation
* Possess good skills in handling patients with care
* Familiar with guidelines and instructions of health care
* In-depth knowledge of disease and infection control procedures

**PERSONAL DATA**

Age : 26 years old

Gender : Female

Date of Birth : April 04, 1987

Civil Status : Married

Religion : Roman Catholic

Nationality : Filipino

Visa Status : Tourist Visa