Therese

**EmailAddress:**🖂 [therese.204907@2freemail.com](mailto:therese.204907@2freemail.com)

**D.O.B**: 09-03-1989

**Marital Status**: Single

**CAREER OBJECTIVE:**

To find a fulfilling career path, one that will allow me to fully contribute my knowledge and skills acquired, as well as the values I have learned in dealing with clients in need with my assistance, also with the people at work.

**PROFILE SUMMARY:**

* **Performance-driven professional Innovative, high-powered professional** with extensive and progressive 5 **years** of experience in**Health Care Industry &Cargo Logistics.**
* Equipped with extensive knowledge in Nursing (Maternity Care, Midwife & Old age support) and specialized customer service support.
* Developed severity level of schematic for labor symptoms and provide appropriate care & comforts needed.
* Established nursing support practices for extensive care and escalation.
* Experienced in providing maternity nursing care to pregnant women, as well as to the new young ones.
* Possess the necessary skills to train, and motivate staff to its fullest potential.
* Maintained excellent reports & kept track of vital signs like blood pressure and pulse rate.
* Assist and support Midwife during normal spontaneous vaginal delivery.
* Ability to work efficiently even in poignant and complicated situation.

**CAREER CHRONOLOGY**

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| --- | --- | --- | --- |
| **Organization** | **Designation** | **Duration** | |
| Saimeco Commercial Brokers LLC  Aramex Emirates LLC(UAE)  GDC Midwife's Clinic & Birthing Home | **Secretary**  **Cargo & Logistics**  **Clinic Nurse Assistant** | | 06/08/2017 to Present  19/03/2013 to 04/07/2017  10/01/2011 to 25/01/2013 |

**AREAS OF EXPERTISE**

* Customer Satisfaction
* Strategic Planning
* Organizational Development
* Cross-functional Leadership
* Analytical & Conceptual Problem Solving
* Change Management

**ACADEMIC CREDENTIALS**

* **2005 – 2009 : Tertiary**

University of San Jose-Recoletos

Bachelor of Science in Nursing

Magallanes St., Cebu City

* **2001–2005 : Secondary**

Saint Louise De Marillac College of Bogo

Bogo, Cebu City

* **1999–2001 : Elementary**

Maguikay Elementary School

MaguikayMandaue, Cebu City.

**LICENSURE / CERTIFICATIONS**

* **Philippine Nurse License**
* License # 0712065
* Expires 9th March 2020
* **CME Credit Certificationsand Trainings**
* CPR PRO for the Professional Rescuer (BLS) – 7.75 CME credit points
* I V Therapy Management Course – 6 CME credit points
* Infection Control Course – 7 CME credit points
* Advanced Cardiac Life Support - 19.74 credit points

(With basic ECG interpretation, Emergency Cardiovascular Pharmacology & Multiple Rescuer BLS)

* Care of a Stroke Patient – 1.5 CME credit points
* Wound Care, Dressing Selection and Aseptic Technique – 2 CME credit points
* Feeding Tube Care – 1 CME credit points
* Tracheostomy Care – 1 CME credit points
* Catheter Care – 1 CME credit points
* Palliative Care – 1.5 CME credit points
* **Seminar Certifications**
* Mental Health Education Program
* Emergency Nursing Simulation
* Bio-Ethics In Nursing Practice
* Evidence-Based Practice
* Mental Health
* Migration
* Influenza A (H1N1 ) Seminar
* Aging Population
* Nursing Leadership Management Seminar

**OVERALL ACCOUNTABILITIES**

* As a **Secretary**
* Arrange the appointments and the meetings.
* Holding the CEO. / Managing Director daily agenda
* Ensure computerized appointment system is up-to-date.
* Respond and/or redirect all phone calls
* Sending and received work emails
* To produce word-processed documents, General typing, clerical support (filing, faxing, photocopying etc.)
* To input information on computerized systems, upkeep of staff and company records on company data bases, such as employee files, including attendance. (Training will be given)
* take and transcribe accurate minutes of meetings, often of a sensitive and confidential nature, within set timescales
* To run reports from databases, using Microsoft Excel spreadsheets word and power point to collate the information and to enable the analysis of statistical data.
* Support the staff to maintain registers and record absences. Admin support for reports and visitors meals.
* As a **Customer Service Executive & Logistics Sales**
* Accountable for handling shipment pick up’s & deliveries
* Solutions to our clients through a variety of business improvement techniques
* Providing our clients with innovative, friendly and personalized services
* Ensure single source solution for all logistic requirements
* Make sure to get competitive rates to gain the business.
* As a **Clinic Nurse**
* Provide maternity nursing care to pregnant women&their young ones after birth
* Monitor vital signs like blood pressure and pulse rate
* Detect labor symptoms in women and provide appropriate nursing care
* Provided clinical guidance and instruction to our patients
* Accountable for all patients care practices
* Assisted in directing personnel to meet goals and objectives of the department and institute
* Accountable for delivery of nursing care provided by colleagues as well as participation in professional practice model and unit-based committees.

**Therese**