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**SUMMARY**

* A graduate of a four-year course with a degree of Bachelor of Science in Nursing with

 Philippines license no.0410885, issued by the Professional Regulations Commission and

**Dubai Healthcare Authority license no.**

* Two years experience working as a staff nurse in a government hospital in the

Philippines assigned at the medical-surgical ward with 307 bed capacity

* Gulf experience of almost four years working as a dental nurse / staff nurse in a dental / medical centre, adult and pediatrics.
* Comfortable using a variety of computer programs and applications including MS
* Office Excellent interpersonal and communication skills
* Hardworking, trustworthy, fast-learner, multi-tasking individual

**EMPLOYMENT RECORD**

1. Name of Employer: The Children’s Medical Centre

 Address: Villa 1064 Al WAsl Road Umm Suqueim 2 Dubai

 Position: Nurse / Dental Assistant

 Inclusive dates: November 2011 up to present

 Job Description:

* Assists dental treatment under General Anesthesia done at Dubai London Specialty Hospital
* High energy, knowledgeable, and dedicated Nurse Assistant (General Dentistry and Orthodontics) with extensive experience in preparing patients, sterilizing instruments, setting up instrument trays, and preparing the materials. Experienced debris eradication during dental procedures, chair side assistance and knowledgeable of all dental instruments, taking impressions; and X-rays.
→ Communicate effectively with patients and doctors, utilizing sound judgment, self-motivation, eagerness and willingness to expand knowledge, oriented towards efficiency and organization, independent but with a commitment to team success and organizational goals.
* Kept doctor’s instruments disinfected and laid out for use at all times and assisted with procedures: handed tools, used suction and swabs, topical anesthetics, removed stitches, and prepared temporary crowns…
* Kept orderly and accurate patient records, treatment information, medical and dental histories, and vital signs.
* Handled bills and payments, managed supplies and purchases, managed inventory
* Assists in giving vaccinations, wound dressing, taking vital signs, securing medical records, scheduling x-rays and MRI scans, (General Pediatrics and ENT Specialist.)

2. Name of Employer: Dubai Smile Dental Center

 Address: Villa 512, Jumeira Road 3, Dubai

 Position: Nurse / Dental Assistant

 Inclusive dates: September 2008 – October 2011

 Job Description:

* Assists the doctor/surgeon in dental procedures such as preparing the teeth for putting the porcelain veneers, crowns and bridges, putting and removing braces, putting an implant, root canal treatment, filling (with amalgam or composites), prophylaxis and extraction,
* Preparing dental impressions such as alginate, base and catalyst, pour plaster models
* Take inventory of all the stock, supplies, and medications
* Exposing developing and processing dental x-rays and maintaining x-ray machinery, (panorama x-ray machine)
* Follow all instructions from the dentist dealing with patient’s comfort
* Familiar with and using fourhanded assisting technique and maintaining dental equipment in good, clean condition at all times.

3. Name of Employer: Pasig City General Hospital

 Address: E. Rodriguez Street, Pasig, Philippines

 Position: Staff Nurse

 Inclusive dates: June 1, 2007 – July 15, 2008

 Job Description:

* Reports ahead of scheduled time of duty in complete uniform and complete paraphernalia
* Receives and endorses work to co-workers in writing, stating procedure, tests to be done and checking ward equipments and supplies if functioning properly
* Makes an actual head count of the number of patients in the department assigned
* Participates in the doctor’s rounds, assists in therapies; carries out medical order promptly and correctly; takes note of changes in patient’s condition with proper recording and referral
* Performs nursing activities such as bedside care, bed bath, oral hygiene, enema, oxygen inhalation, catheterization, suctioning, nasogastric tube insertion, intravenous insertion, administering intravenous fluids, assisting in intubating a patient, blood transfusion, monitor and record urine and stool output, collect specimen such as urine, stool and sputum as ordered and other related nursing care.
* Monitors vital signs and record. Makes referral if necessary. Administers safe treatments and medications both oral and parenteral. Notes reaction and record.
* Gives adequate health teachings and instructions to patients and significant others.
* Makes proper recordings and notes on patient’s progress.
* Carries out doctor’s orders in conformity with the policy limitation of the hospital

**TRAININGS/SEMINARS ATTENDED**

**Title : Ambulatory Care Nursing Course**

**Address:** Eduscope Lecture Hall, Suite 103 Bldng.24, Dubai Healthcare City

**Inclusive Dates:** March 18 & 25, April 1, 8, 2011

**Title : ECG Basic Reading**

**Address:** Philippine Heart Center of the Philippines

**Inclusive Dates:** December 1 and 2, 2007

**Title : Defibrillation**

**Address:** Philippine Heart Center of the Philippines

**Inclusive Dates:** November 10, 2007

**Title : Intravenous Therapy Training**

**Address:** Armed Forces of the Philippines Mmedical Center

**Inclusive Dates:** November 28-31, 2006

**Title : Basic Life Support**

**Address:** Philippine National Red Cross

**Inclusive Dates:** November 24-25, 2006

**Title : First Aid Training**

**Address:** Philippine National Red Cross

**Inclusive Dates:** November 20-23, 2006

**Title : The Advance Practice Role of Pediatric Nurses in the US**

**Address:** Aliw Theater - CCP Complex Manila, Philippines

**Inclusive Dates:** July 10, 2005

**Title : Intensive Continuing Education on Pediatric Nursing Practices in US**

**Address:** Aliw Theater - CCP Complex Manila, Philippines

**Inclusive Dates:**  July 10, 2005

**CERTIFICATION**

 I hereby certify that the above-mentioned information is true and correct according to the best of my knowledge.