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| |  |  | | --- | --- | |  |  |  |  |  |  |  | | --- | --- | --- | --- | | **PERSONAL DATA** | | | | | Age: | | 26 | | | Date of Birth: | | Jan 11, 1989 | | | Gender: | | Female | | | Civil Status: | | Single | | | Height: | | 154.98 cm | | | Weight: | | 55 kg | | | Nationality: | | Filipino | | | Religion: | | Christianity - Catholic | | |  | |  | | | **WORK EXPERIENCE** | | | | | **I have been working for 5+ year(s).** | | | | | 1. | Position: | **Content Writer (SEO, Marketing, Online)** | | |  | Duration: | Nov 9, 2014 - Present | | |  | Company: | Thumbtack | | |  | Company Industry: | Technology | | |  | Department: | Snippet Writing | | |  | Job Description: | Write snippets; they are very short keyword-rich summaries of service listings. They're about 180 to 200 characters (NOT words) long. Snippets also have titles, which also contain at least one keyword. | | | 2. | Position: | **Request Verification Expert** | | |  | Duration: | Mar 27, 2014 – Dec 10, 2014 | | |  | Company: | Thumbtack | | |  | Company Industry: | Technology | | |  | Department: | Request Ad Syndication | | |  | Job Description: | Verify customer’s requests shown in the live portal; that the concurrent requests generate appropriate content with no duplication. Verify that the category posted is not done by a minor (18 years below); We aim to successfully generate valid posts shown online. | | | 3. | Position: | **Public Health Nurse** | | |  | Duration: | Aug 5, 2013 – Feb 7, 2014 | | |  | Company: | Rural Health Unit | | |  | Company Industry: | HealthCare / Medical | | |  | Department: | Delivery and Immunization | | |  | Job Description: | Despite of being a volunteer, she has expressed her willingness to learn. Conducted both pre- and post-delivery care including newborn care; Weekly immunization with children below two years old including house-to-house visits; Provided first aid care to emergent situations nearby; Give necessary medications for out-patient and do follow-up visits as well; Moreover, assist midwife and doctor during emergency operations and take charge of nursing works. | | | 4. | Position: | **OR Nurse** | | | Duration: | Feb 1, 2013 - Jul 31, 2013 | | | Company: | Adventist Medical Center - Iligan | | | Company Industry: | HealthCare / Medical | | | Department: | Operating Room | | | Job Description: | During the clinical exposure major emphasis was done on Primary Nursing, Medicine Nursing, Charge Nursing and Staff Nursing. These experiences were done in the following areas: Medical-Surgical Unit, Obstetric-Gynecologic Unit, Pediatric Unit, Emergency Room & ICU/Hemodialisys Unit. It has a 3-room operating suite which deals with surgical problems both on elective and emergency side such as General Obstetric-Gynecologic Surgery, Orthopedic, Neurosurgery, Urology and Plastic Surgery. Developed appropriate nursing skills and easy pleasant ways made acceptable by the hospital staff and patients. Moreover, assist surgeons during operations take charge of nursing works and other non-medical staff in operating room. Records the patient's symptoms and keep the patient’s medical records up to date, operate medical equipment, and often help with diagnostic tests, administer medications and treatment and do follow-up visits when necessary too. | | | 5. | Position: | **Staff Nurse** | | | Duration: | Dec 6, 2010 - Jan 11, 2013 | | | Company: | Kauswagan Provincial Hospital | | | Company Industry: | HealthCare / Medical | | | Department: | Medical Ward | | | Job Description: | Well exposed on Emergency Room (ER), Out-Patient Department (OPD), Delivery Room (DR), and General ward of the Hospital. Take care and treat ill, injured, and disabled patients, as well as newborn babies and their mothers. Records the patient's symptoms and keep the patient’s medical records up to date, operate medical equipment, and often help with diagnostic tests, administer medications and treatment and do follow-up visits when necessary. Highly recommended for whatever nursing job it applies. | | | **EDUCATION** | | | | |  | | **Highest Education** | **Second Highest Education** | | Education Level: | | Prof'l License(Passed Board/Prof'l License Exam) | Bachelor's / College Degree | | Education Field: | | Nursing | Nursing | | Course: | | Nurse’s Licensure Exam | Bachelor of Science in Nursing | | School/University: | | Capitol University | Capitol University | | Date: | | July 3-4, 2010 | Jun 2005 – Mar 2010 | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | | **OTHER SKILLS** | | | | |  | **Skill** | **Yrs of Experience** | **Remarks** | | 1. | Microsoft Word  (Word Documents) | 10 years | Encode necessary documents | | 2. | Microsoft Powerpoint  (Presentation) | 10 years | Creates presentation (video, pps) and sometimes create my own template | | 3. | Microsoft Excel  (Spreadsheet) | 10 years | Data entry spreadsheet creation | | 4. | Adobe Photoshop/Illustrator | 3 years | Graphic Designer (Logo, Banner, Ticket, Coupon, Business Card Designs) | | 5. | Microsoft Publisher  (Brochures) | 3 years | Creates flyers and brochures |  |  |  |  |  | | --- | --- | --- | --- | | **LANGUAGES SPOKEN** | | | | |  | **Language** | **Proficiency Level** (5=Excellent; 1=Poor) |  | | 1. | English | 5 |  | | 2. | Tagalog | 5 |  | | 3. | Visayan | 5 |  |   **Description: C:\Users\905368718\Documents\OMessenger\Received files\CV_Preview_Logo.jpg**  **Gulfjobseeker.com CV No:** **1518150** |