

JOEWYLYNE

JOEWYLYNE.258267@2freemail.com

PROFESSIONAL EXPERIENCE

**LEGACY DENTAL CENTER L.L.C.**

Business Bay, Dubai

May 1, 2016 to present

 **Nurse General**

* Seating patients in the treatment area.
* Passing requested instruments to the dentist during dental procedures.
* Sterilization and preparation of instruments.
* Taking impressions of teeth for study models.
* Providing assistance in the office with tasks such as appointment scheduling, record keeping, telephone management, and billing.
* Ordering supplies.
* Serve as office manager or receptionist, greeting patients and introducing patients to the dental practice.
* Manage the business aspect of dentistry including bookkeeping, accounting, and money management.
* Manage patient records, filing, and recall systems.
* Assist the dentist directly at chairside with operative, oral surgery, implant, orthodontic, and a wide range of other procedures.
* Take x-rays and impressions.
* Exposing and developing X-rays.
* Assist with implementation and documentation of current infection control standards.

**MAJELAN AUTO SPARE PARTS LLC**

Dubai Branch

Dec. 30, 2013 to Dec. 29, 2015

**Archive Clerk, Counter Staff / Teller cum Receptionist**

* Filing of credit invoices, faxing and managing the daily office schedule.
* Collection of advance/balance cash from cash/credit customers and debtors account.
* Receiving ***cheques*** and putting accurate details on clients’ account.
* Making of SMART account for new customer; putting precise details on the system.
* Printing invoices and saving files.
* Calculate the provided money currency from company for customer paying cash other than Dirham.
* Swiping card for customer paying invoices thru card.
* Making separate receipt/voucher for cash, cheques and payments.
* Recording of some expenses and responsible for petty cash reimbursement request.
* Entering parts return details in the system and give back customer cash or make payment per supervisors’ approval.
* Daily Cash Report printing and making sure all things were tally and exact.
* Answering and transferring telephone calls to the desired person.
* Follow-up or call customers with debit/balance amount on his account.
* Recording outgoing calls in the system.
* Participate in year-end inventory and cycle counts.

**ZIGA MEMORIAL DISTRICT HOSPITAL**

Albay, Philippines

August. 2011 – September 2013

**Staff Nurse**

* Gives direct nursing care.
* Identifies nursing needs of the patient.
* Plan, give and evaluate direct care conducted.
* Give appropriate medications to patients per doctor’s order.
* Document details and significant changes with concern to the patient.
* Making sure that patients’ right were given and achieved.
* Prepare patients for and assist physician in diagnostic and therapeutic procedures.
* Establish or contribute to the overall health care plans for the patients.

TRAINING/ COURSES ATTENDED

**BASIC LIFE SUPPORT**

**“**BLS for Healthcare Providers Training”

March 10, 2016

Dubai, UAE

“Certificate of Completion”

**BASIC ACCOUNTING**

August to October 2015

Ohsec Pinoy Group, Dubai, UAE

 **MEDICAL TRANSCRIPTIONIST**

 October 2012

 MTC Academy

 Philippines

EDUCATIONAL ATTAINMENT

**Bachelor of Science in Nursing (2011)**

Bicol University Tabaco Campus

Tabaco City, Albay, Philippines

**Certificate of Midwifery (2009)**

ELIGIBILITY

DHA Licensure Examination – **PASSED**

Nursing Licensure Examination – **PASSED**

Midwifery Board Examination - **PASSED**

SKILLS

* Computer literate – proficient in Microsoft Word, Power point and Web Search.
* Communication skills.
* Fluency in English language.
* Good typing skills.
* Ability to work independently or within a team.
* Can handle multi-tasking jobs.
* Ability to prioritize tasks and work well under pressure.

Personal Information

 Date of Birth : December 20, 1990

 Age : 26

 Civil Status : Single

 Nationality : Filipino