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**Profile**

I am a Graduate of Bachelor of Science in Nursing (B.S.N.)However, my first Job landed me in Government Office of Personal Relation and Management. I believe I am smart, a responsible working person with adaptabilityskills that can contribute well in relation to work. I am flexible;I am a fast learner with passion to everything that I am doing with an excellent interpersonal skills and good communication command. Also I possess a substantial experience and skills in public relation with 10 years’ experience in local Management Unit.

**Professional Strength:** Resourceful, highly energetic, well organized, a people person that works well with others. Proficient in various Microsoft Office applications, verbal and written communication. Has Knowledge of office management systems and procedures. Undertake management skills and has the ability to multi-task and prioritize work.

**Summary of Qualifications:** Highly skilled in greeting visitors, determining nature of business and directing to concerned person, Able to give accurate and detailed information to visitors, In-depth knowledge of typing correspondences, reports and other documents, Proven record of answering telephone, giving relevant information to callers and routing calls to appropriate individual, Demonstrated ability to schedule appointments and meetings, Well versed in taking and compiling minutes of meetings**,** Thorough understanding of making copies of printed documents, and filing correspondences, reports and records, Quick at compiling and typing statistical reports and charts, Adept at arranging travel schedules and reservations; **Computer**: Extremely proficient in Microsoft Office applications; **Communication**: Able to work and converse efficiently with all levels of colleagues, clients and other external contacts

**Personal Information**

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| Nickname | : | **Cherrie** |
| Sex | : | Female |
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| Nationality | : | Filipino |
| Height | : | 5’ 6” |
| Language Spoken | : | English & Filipino |
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**EDUCATIONAL ATTAINMENT**

**Masteral in Library and Information System (MLIS)**

*(Graduate Studies)*

**Manuel S. Enverga University Foundation**

*Philippines*

*2013-2014*

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

*(Bachelors Degree)*

**Sacred Heart College**

*Philippines*

*1993 – 1997*

**Lady Mediatrix Institute**

*(Secondary Education)*

*1988 -1992*

(*Primary Education)*

*, Philippines*

*1982 -1988*

**SKILLS AND STRENGTHS:** Proficient in various Microsoft Office applications such as Word, Excel, Outlookand PowerPoint, Proficient in verbal and written communication, Has Knowledge of office management systems and procedures, Undertake management skills and has the ability to multi-task and prioritize work, Expertise in interpersonal matters, has the ability to work with others, both supervisory or support staff role.

**WORK EXPERIENCE**

**Job Title: Administrative Assistant**

**Company: LGU- 2012 - 2015**

**Job description:**

* Answer and direct phone calls
* Organize and schedule meetings and appointments
* Maintain contact lists
* Produce and distribute correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies
* Submit and reconcile expense reports
* Provide general support to public needs

**Job Title: Community E- Center (CeC) Technical support**

**Company: LGU-**

**2010-2012**

**Job description:**

* Manage the day-to-day operations of the CeC
* Submit monthly report to CeC Core Group
* Maintain a logging system for CeC users
* Show users and staff how to use the CeC’s equipment
* Maintain suitable records for the CeC
* Keep up-to-date with all new relevant developments in the community;

Together with the core group, formulate, develop and review policies and procedures

* Ensure that policies and procedures are implemented
* Prepare annual budgetary requirement of the center.
* Conduct a daily routine check of all the equipment before operations.
* Assist and orient client on the basic operations of the computer;
* Never allow client to perform such task (downloading/saving files) without

Asking permission;

* Make sure all equipment and facilities are turned off at the end of the day;
* Maintain reports on a weekly and monthly basis

**Job Title: Administrative Aid I/In Charge Librarian**

**Company: LGU –**

**2002-2010**

**Job description:**

* keeping up to date with newly released publications in order to select library resources;
* managing budgets
* organizing resources in an accessible way
* stock maintenance, including the weeding out of old resources;
* anticipating community needs and trends to ensure library services are used as much as possible
* promoting the use of the library through displays, talks and community events, which may involve work in the library or going out into the community
* organizing library provision of activities for specific community groups, such as schools, youth organizations, adult learners and pre-school groups
* developing the use of ICT to improve service delivery
* dealing with enquiries and assisting library users in accessing ICT and other resources;
* undertaking reader development activities, that includes storytelling as my highlight services to socially excluded groups
* Working with other agencies and bodies, such as museums and educational services, to develop services and initiatives in the community.

**Job Title: Nursing Assistant –Rural Health Office**

**Company: LGU –Quezon**

**1998-2002**

**Job description**

* Provide compassionate care to patients of different cultural backgrounds.
* Take and record patients’ vital signs
* Provide the community with exceptional personal-care services including medication and emotional support
* Maintain patients’ records and files as per policies and standard procedures
* Take patient history at the time of admission and administer all medicines as per prescription
* Prepare the patients for procedures and deliver wound care to emergency wound cases
* Assisted licensed nursing staff in providing direct and indirect patient care
* Helped physician during physical assessment
* Assisted patients and families by providing relevant 100% care services
* Maintained an organized, clean and safe environment
* Helped in the environmental preservation of the nursing unit

**SEMINARS ATTENDED**

* **Managing Records Disposition Processes Control for Good Governance**”

Crown Legacy Hotel, Baguio City

April 1-3, 2014

* **Front Liner and Customer Care Training Seminar**

LGU-Candelaria Quezon

July 16, 2014

* **1st Research Congress for the Advancement of Library and Information(ReCALIS)**

With the theme “Advancing Library and Library Services through Research and Innovation”

University of the Philippines

Los Baños,Laguna

May 7 & 8, 2013

* **Essentials of Community eCenter Management Training**

Development Academy of the Philippines and Department of Science and Technology Office- National Computer Center

Audio Visual Room,6th B, DAP Building

Pasig City

November 12- 16, 2012

* **Training of Trainers for Philippine Digital Literacy for Women Campaign**

Department of Science and Technology Office- National Computer Center

FOO laboratory, NCC Building

University of the Philippines

Diliman, Quezon City

November 9 - 11, 2012

* **Midyear National Forum on Library Education and Practice theme: Internalization of Librarianship and Information Science : Challenges, Prospects and Promises**

The National Library Building

T.M. Kalaw St. Manila

July 14, 2012