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|  | Objectives  I like to be responsible for my duties, with my best efforts, I am always ready to face problems and difficulties.  Education  STI System Technology Institute  Bachelor of Science in Nursing graduated in October 2010  Experience  **Private Duty Nurse** ( August 2014 – January 2016 )  Was able to handle a patient with quadriplegia due to car accident, a 65 year of age, female.   * Prioritize safety first * Monitored Vital Signs and health of the patient * Good ability for transferring the positions of the patient’s safely * Extensive knowledge about home care and clinical practices * Ensured that all the instructions of the physician were followed accurately * Supervised and scheduled appropriate nutritional diet * Administer, dressing nursing services, medications and treatment * Recorded, observed and evaluated symptoms * Performed excellent care to the patient (TLC) Tender Loving Care * Ensured that there was regular communication with the patient and physician * Maintained all the necessary equipment and proper medical supplies * Identified proper healthy and hygienic environment * Helps patients in performing personal care duties, such as bathing, washing of mouth and skin, toileting, eating, hydration, grooming and dressing * Give health teachings * Responsible for recording important patient record * Do the aftercare   Skills   * Good listening skills * Excellent spoken and written communication skills * Skilled in word and excel * Dedicated and careful – high level of accuracy and attention to detail * Good in time management   Assistant Pharmacist (January 2011 – July 2014)  BOTICA ERMA, Philippines   * Established rapport with customers and Clients * Assisted in the daily processing of prescription orders * Verified complete prescriptions and accurate re-filling * Generated purchase orders and reconciled invoices * Checked new prescriptions and notified the Head Pharmacist * Daily checking of pharmacy equipment and supplies maintenance record * Inventory of stock including drugs, equipments, utensil and etc. off-shelf and in the warehouse * Prepared monthly purchase request * Dispensed prescriptions to customers and assisted in selling over-the-counter medicines * Customer-service agent responsible for answering query of customers or Clients over the phone or upfront   Skills   * Advanced knowledge in Microsoft Office (Word, Excel) * Result-oriented * Team-player * Keen attention to details * Understanding of basic law and guidelines in medicinal practice * Self-started with ability to work in a minimal supervision |

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