**First Name of Application CV No 1653654**

Whatsapp Mobile: +971504753686



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**Objectives:** To be associated with progressive organization through a responsible position where my abilities and experiences will have valuable application. Position preferred should provide an opportunity for continued personal growth and professional advancement.

**Highlight Qualifications:**

Registered Nurse with license no: 0715469 issued by the Professional Regulation Commission, Manila, Philippines

**DHA REF. NO :** DHA/LS/762013/332247

**WORKING EXPERIENCE**

**Name of Employer** : Dr. Rafih Khoury Dental Clinic

**Position**  : General Nurse

**Date** : **Oct. 2, 2014 – Dec.23,2015**

**Name of Employer** : Providence Dental Centre

**Position**  : General Nurse

**Date** : **Jan. 21, 2014 - Sept. 30 2014**

**Job Description**

* assisting the dentist during a variety of treatment procedures
* taking and developing dental radiographs (x-rays)
* asking about the patient's medical history and taking blood pressure and pulse
* serving as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment
* helping patients feel comfortable before, during and after dental treatment
* providing patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling)
* teaching patients appropriate oral hygiene strategies to maintain oral health;  
  (e.g., tooth brushing, flossing and nutritional counseling)
* taking impressions of patients' teeth for study casts (models of teeth)
* performing office management tasks that often require the use of a personal computer
* communicating with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies)
* helping to provide direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics and oral surgery

**Name of Employer :** Lord Jesus Medical Center

**Position :** Staff Nurse

**Date : May 3, 2011 – May 16, 2012**

**JOB DESCRIPTION:**

* Under the general direction of the Chief Nurse and Medical Director. Performs overall registered nursing care. Maintains optimum standards of nursing care and practice through assessment, planning, implementation, and evaluation of patient care.

**JOB SUMMARY:**

* To render professional health care services utilizing nursing concept and fundamentals in assigned unit. Performs frequent patient evaluations, including monitoring and tracking vital signs, performing procedure such as IV placement, and administering medications. Develops the day-to-day nursing care plans both in hospital, and care after discharge by families.

**Name of employer** : Arizona International Resort

Thomo Resort Management INC.

**Position**  : Receptionist cum cashier

**Date** : **July 24, 2011 - Dec. 3, 2011**

**JOB DESCRIPTION:**

* + - Meet and greet customers
    - Efficient and courteous handling of telephone calls, provide necessary information
    - Ensure cleanliness and hygiene is maintained in the reception and cashier’s area and essential housekeeping standards.
    - In charge of receiving and Properly handling of cash.

**Answering**phonecalls**.**

* + - **Welcoming**visitorsandexecutives**.**
    - **Sending**newsletters**.**
    - **Sorting**incomingmails**.**
    - **Scheduling**appointments

**OTHER INFORMATION/SKILLS**

* + - Knowledge of MS Office ( Word & Excel)
    - Flexible in handling pressures in work.
    - Ability to interact toward others.
    - Resourceful and Productive in all tasks dispense.
    - Can handle multi-tasking.
    - Fast Learner

**EDUCATIONAL BACKGROUND**

College : Bachelor of Science in Nursing (BSN)

Degree : Graduated 2007-2011

Secondary : Subic National High School

Year Graduated : Graduated 2003-2007

**SEMINARS:**

**Title :** Clinical Oncology Alert 2014-04 - Clinical Oncology Alert –

**Inclusive Date :** Apr 01, 2014

**Title** : Managing Sleep Disturbances in Psychiatric Patients

**Inclusive date** : 09/18/2015

**Title** : Managing Depression and Mixed Episodes of Bipolar Disorder in the Real World

**Inclusive date** : 09/18/2015

**Title** : First Aid training

**Address**  : American Heart Association – IBN Batuta hotel Dubai, UAE

**Inclusive Date** : February 24, 2013

**Title** : Basic Intravenous Therapy for nurses

**Address** : President Ramon Magsaysay Medical Hospital

**Inclusive date** : April 19, 2012 – April 21, 2012

**Title** : Basic Life Support and First Aid Training

**Address**  : Philippine National Red cross – Olongapo city, Philippines

**Inclusive Date** : January 23, 2012 – January 26, 2012

**PERSONAL DATA**

**Gender** : Female

**Age**  : 24

**Civil status** : Single

**Date of birth** : July 03, 1991

**Nationality** : Filipino