**Leah**

**CUICULUM VITAE**

**CAREER OBJECTIVES:**

Looking forward to join a progressive organization where I can pursue a successful career by utilizing my skills, abilities and experience to the maximum extent with full potential. Being a professional I feel confident that I can achieve level performance which is nothing short to perfection.

**QUALIFICATION PROFILE:**

* Effectively work with diverse group of people.
* Easily established good human relation and positive attitude towards.
* Flexible to work and if emergency requires overtime.
* Willing to learn more and undergo further training.
* Proficient in oral and written skills.
* High level of accuracy and attention to detail.

**EDUCATIONAL BACKGROUND:**

* **Bachelor of Science in Nursing (2005-2009)**

Our Lady of Fatima University – Valenzuela City Main Campus, Philippines

**PERSONAL INFORMATION:**

Birthdate : JUNE 14, 1989

Nationality : FILIPINO

Marital Status : SINGLE

Gender : FEMALE

Religion : ROMAN CATHOLIC

Languages : TAGALOG AND ENGLISH

**WORK EXPERIENCES:**

* Position: **HR Specialist (Medical Staffer)**

Company: **24Hour Process Outsourcing Inc. (24HRPO)**

**5th floor Planters Product Bldg., Legaspi Village (Makati City, Philippines)**

Dates: **August 24, 2015 – January 17, 2016**

* Checking E-mail endorsements from U.S California Team.
* Receiving Endorsements Verbally from previous staffer (PH).
* Staffing during critical hours.
* Making outbound calls to get Nurses availability.
* Booking available nurses to Facilities/ House supervisors.
* Receiving Facility needs from a daily basis (e.g. RN’s, CNA’s and LVN’s )
* Coordinating with the House Supervisors and Nurses.
* Confirming and canceling of shifts before critical hour ends.
* Assists inbound calls.
* Entering confirmed shifts in details to the system on time.
* Voiding cancelled shifts in details to the system on time.
* Calling possible and interested candidates for openings.
* Assisting candidates with their online applications.
* Collecting baseline data.
* Uploading & updating credentials and licenses through the system.
* Endorsing every detail to the next staffer.
* Position: **HR & Admin Assistant / Receptionists**

Company: **Wincor Nixdorf Philippines, Inc. 24th floor Trident tower, 312 Sen. Gil Puyat Ave. (Makati City, Philippines)**

Dates: **April 24, 2014 – May 29, 2015**

* Monitor tardiness of all employees.
* Monitor leave credits of all employees.
* Handles and transferring outbound and inbound calls of employees and clients.
* Responsible for walk-in visitors/ clients.
* Responsible for reservations of conference room for corporate meetings /events.
* Generating Logs, sending and checking daily activity of all employees.
* Handles 201 file of all Outsource employees.
* Handles company forms. Filing documents.
* Monitor supplier’s contract.
* Responsible for Purchase request of each department.
* Handles Purchase Order for Internal usage.
* Responsible for renewal of Licenses and Permits.
* Handles all duplicate keys of office’s doors and employees cars.
* Responsible for enrolling and deleting employee data in all door biometric access.
* Responsible for all employee’s and visitor’s access cards issuance and return.
* Coordinating to Building Admin when queries occur.
* Position: **Medical Aesthetician / Nurse Phlebotomist**

Company: **Beverly hills 6750 Multi-Specialty Aesthetic Institute**

**Joya lofts and Towers Condominium, Rockwell Center**

**(Makati City, Philippines)**

Dates: **March 13, 2013 – April 23, 2014**

* Established rapport.
* Checking all Patients appointment on a day to day basis.
* Preparing medicines & machines before starting procedures
* Explaining the treatment and all the procedures to the patient (if the Doctor is not available).
* Securing a waver before entering treatment room.
* Preparing the right treatment room and assist the right patients.
* Making sure that all patients are comfortable before and after the procedures.
* Assist Doctors in laser procedures. (e.g. skin tightening, skin fractioning , skin firming, laser hair removal, RF procedures, body contouring procedures)
* Does basic Facial.
* Assist Doctors in non-surgical procedures (e.g. Botox, Fillers, IV gluta, chemical peeling)
* Applying post procedure medicine/ creams as prescribe.
* Applying topical anesthesia or cold packs when needed.
* Administering of IV glutathione/ Vitamin C to patients when Doctor in not available.
* Booked patients schedule of treatments.
* Product endorsement to patients. Selling products/ promo packages to patients.
* Maintaining cleanliness of treatment rooms and checking machines every day.
* Monitoring medicine supplies and equipment every end of the month.
* Responsible for end of month Product inventory.
* Position: **HR & Admin Assistant / Receptionists**

Company: **Croma Medic Inc. Chino Roces Avenue (Makati City, Philippines)**

Dates: **January 02, 2012 – January 19, 2013**

* Monitor tardiness of all employees.
* Monitor leave credits of all employees.
* Handles and transferring outbound and inbound calls of employees and clients.
* Responsible for walk-in visitors/ clients.
* Handles company forms. Filing documents.
* Monitoring office supplies monthly.
* Coordinating with all suppliers. Follow-up Quotations.
* Making Purchase Order and forward it to suppliers. \*Internal Use\*
* Organizing company events/parties outside and inside the office.
* Responsible for reservations of conference room for corporate meetings /events.
* Coordinating with Building Admin when queries occur.
* Position: **Nurse Clinician / Assistant Pharmacists**

Company: **Health Plus Diagnostic Clinic Inc. (Caloocan City, Philippines)**

Dates: **January 07, 2011 – December 30, 2011**

* Established rapport.
* Assist OPD Patients by taking their baseline data / Vital signs for assessment.
* Endorse the case to the ROD. Assist ROD if necessary.
* Assist the patient after the check – up.
* Dispensing prescribe medicines and explaining it to patients.
* Extracting / collecting specimen of patients for laboratory testing (e.g. blood, stool, urine)
* Coordinating to the laboratory to pick-up the specimen on time for tests.
* Receiving the lab results.
* Releasing of Laboratory results to the right patients/Endorse them to ROD for lab reading purposes.
* Position: **Volunteer Nurse (Free Time)**

Organization Name: **Philippine Red Cross (7th avenue Caloocan City Chapter)**

Dates: **2010-2013**

* Act as a Volunteer Receptionist and a Nurse Phlebotomist at the Blood Bank Department.
* Member of MBD Team (Mass Blood Donation)
* Assisting blood donors by screening for qualification (giving application forms, taking vital signs, and conduct one on one interview)
* Checking donor’s haemoglobin levels and blood types.
* Preparing blood bags and making sure it has the right label.
* Preparing vacuum tubes, cotton balls, anti-septic solution, alcohol, clamps, and suspension weighing scale.
* Checking the veins / area to be extracted, and extracting blood.
* Taking care of blood bags, sorting and putting them on the right place with the right temperature.
* Monitoring the donor after completing blood extraction. Giving them food/ refreshers and ensure that they are in comfortable and normal condition.

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