**LESLIE R. ALMONTE**

**OBJECTIVE**

To obtain a position where I could effectively apply my skills and knowledge I’ve learned to give an opportunity to work productively and accurately in your company.

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| **EDUCATIONAL BACKGROUND :**    **TERTIARY EDUCATION**  Dr. Carlos S. Lanting College Casaul General Hospital  Bachelor of Science in Nursing **BSN** (2002 – 2006)    **SECONDARY EDUCATION**  Mount Carmel High School of Infanta  High School (1999 – 2002)    **PRIMARY EDUCATION**  REAL CENTRAL ELEMENTARY SCHOOL (1995-1999) |
| **SKILLS:**   * Excellent written and verbal communication skills. * Excellent interpersonal skills, including a pleasant telephone manner. * A friendly and welcoming approach. * Good administrative skill and the ability to use email and booking system. * Ability to remain calm during difficult situations or in a busy environment. * Solid clinical knowledge and good critical thinking skill. * High organized, Flexible and reliable. * Presentable * Work with her own initiative fast learners. * Strong MS office experience ( Excel, Word ,Power Point) |

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| **WORK EXPERIENCE:**  **December 2010 to Present**  **Position –Office Staff**  **Duties and Responsibilities:**   * Serve customer via telephone and emails * Greetings with customer * Give company information via telephone and emails * Handle computer related to report necessity * Able to documentation and keeping records * Answer screen and forward and incoming phone calls * Able to prepare plan meals * Excellent communication and wiriting skills * Able to perform delagate task instructed by the manager   **Secretary/ Executive Assistant**   * Answering and managing incoming calls. * Organizing and maintaining files and records * Planning and Scheduling meetings and appointments. * Making travel and guest arrangement. * Update appointments calendars and schedule meetings appointments. * Check printouts and performed statistical checks for accuracy. * Store data in safety place. * Verified, updated and corrected source documents. * Able to do documentation and keeping records.   **Position: Company Nurse**  **National Food Authority (NFA)**  October 2008 -November 2010  **Duties and Responsibilities**:   * Worked closely with employees to establish a healthy and productive work environment. * Administered first aid treatments and provided medication for employees as needed. * Monitored and recorded patients condition. * Maintained all employees medical and other similar records. * Generated medical reimbursement report every month.   **Hospital Experience**  **Claro M Recto General Hospital**  October 2006- Sept 2008  **Job Description:**   * Assesses plans implements then evaluates outcomes with charge nurse. * Ensure safety of patients through the use of side rails and proper instructions to patients relatives. * Gives health teaching on hygiene, medication, fluids restriction, discharge instruction etc. * Performs procedures such as Vital sign taking. * Check potency and renders care like IV lines, In-dwelling catheter, NGTs. |

**ADDITIONAL QUALIFICATION/S:**

* Proficient Use of Ms office applications and world wide web.
* Well developed interpersonal abilities.

**PERSONAL INFORMATION:**

**Date of Birth** : July 26, 1985

**Place of Birth** : Real, Quezon

**Civil Status** : Single

**Citizenship** : Filipino

**Language** : English, Filipino

**Sex** : Female

**Religion**  : Roman Catholic

**Job Seeker First Name / CV No: 1801674**

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