|  |  |
| --- | --- |
| Education **College:**  **Central Philippine University**  College of nursing  Registered nurse.  **Computer Skills**  MS Office and Excel Applications, Power Point  **ECG Reading and Analysis**  St. Francis Health Care Training Center  And Medical ervices Inc.  M.V Hechanova, Jaro, Iloilo City, Philippines  February 25, 2014  **Basic Life Support**  St. Francis Health Care Training Center  And Medical ervices Inc.  M.V Hechanova, Jaro, Iloilo City, Philippines  February 24, 2014  **Intravenous Therapy**  WVSU Medical Center  Jaro, Iloilo City  December 4-6,2013  **International Trauma Life Support**  **(ITLS)**  Virginia Building, M.V. Hechanova  Jaro, Iloilo City  October 26-28, 2013  Symposium on Paraphilia  Central Philippine University  Jaro, Iloilo City  March 9,2009  Last Flight: A glimpse into the world of End-Stage Renal Disease  Central Philippine Univesity  Jaro, Iloilo city  March 3, 2009  Silence is Deadly: Cervical Cancer and it’s Management  Central Philippine University  March 4, 2009  Infertility; When your stork won’t fly  Central Philippine University  March 10,2009  The Great Mimic; Kawasaki disease  Central Philippine University  March 9, 2009 | Competency Summary  ***Experiences:***  ***Registered Nurse***  **Passenger Service Agent**  **Check-in Agent**  **Boarding Gate Agent**  **Customer service assistant**  **Receptionist**  ***Skills:***  **Team player; eye to details and quality; Enthusiasm with strong and effective communication skills, analytical thinking, problem solving and decision making; strong ability to learn, adopt, improve new responsibilities, initiative and commitment to achieve.**  **Express excellent Personal Presentation and Grooming Disciplines that will reflect and complement the highest standards of the company.**  Career History  Cebu Pacific Airlines  Passenger Service Assistant  July 26, 2014- February 12, 2016  **Meet & Assist:**   * Meet, Greet, Escort and provide assistance to inbound & outbound passengers in a courteous and professional manner. * Vigilantly monitor departing and arriving flight times, bays & gates to ensure Hala passengers are expedited with the upmost efficiency.   **Visa Services:**   * Initiate, process and distribute all passport/visa documentation in a courteous and professional manner in accordance with mandatory immigration regulations and customer airline procedures. * Maximize sales proactively while maintaining a professional & service orientated approach.   **Call Centre:**   * Maximize sales proactively while maintaining a professional & service orientated approach. * Record all services & sales accurately and pass to Team Leader in a timely manner.   **Visa Check:**   * Verify passengers travel documents and approve/disapprove travel in accordance with airline & destination requirements. * Maintain effective communication with Transfer Team/Departure gate. * Document/Report any discrepancies in writing to airline and management.   **Check-in:**   * Ensure passengers and baggage is processed for the correct flight in accordance with established procedures. * Verify the validity of passengers’ documentation, with respect to immigration and security requirements.     **January 19,2012- January 19,2014**  **Staff Nurse**  **Medgruppe Polyclinics and Diagnostic Center, Inc.**  **PRIME CARE CEBU**   * Manage day-to-day operations of the Health Care Clinic. * Maintain health records, documenting each patient contact and updating patient profiles. * Check equipment and supplies, restocking as necessary. Check emergency kit. * Ensure confidentiality during visits and telephone contact, as well as student health records. * Provide primary care for clients and staff health concerns during scheduled  health service hours. * Distribute non-prescription medication after appropriate assessment. * Encourage health maintenance and promotion through counseling and awareness activities.     **April 9- October 9, 2011**  **Hospital Nurse**  **SEAMEN’S HOSPITAL- ILOILO**   * Monitors patient’s vital signs progress and identifies on those changes and status to ensure patient comfort and safety * Reports any sudden or unexpected changes in the patients’ condition to superiors and physicians without delay * Dispenses drugs and provide treatment in patients in accordance with physicians orders and instructions * Demonstrates nursing techniques and procedures with confidence * Assists physicians and all health care professionals in rendering care for patients * Manage patients and family members in methods and techniques of home care after discharge from hospital * Gives a complete and thorough report on patient status at the end of shifts/assignment * Performs any other work-related duties delegated by department head |
|  |  |

###