**JENELYN B. TOLEDO**

**Objective**: *To obtain a good position in the field which allows me to apply my training and experience, and further utilize and develop my exceptional customer relations and medical skills and knowledge*.

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| **EXPERIENCE** | **Information, Communication, Admitting Staff**  Our Lady of the Pillar Medical Center  City of Imus, Cavite  *July 2011 – Feb 2016*  *ROLES AND RESPONSIBILITY*  Responsible for efficiently leading the admitting and communications operations of the hospital.  *KEY OBJECTIVES*  To provide customer service efficiently to both internal and external customers. To be able to convey the mission and vision of the hospital effectively as a frontline personnel. | |
| **SEMINARS**  **ATTENDED** | | **Internal Auditing Course and Examination**  *Our Lady of the Pillar Medical Center*  August 29, 2015  **Customer Service Seminar**  *Our Lady of the Pillar Medical Center*  March 3, 2012  **Lactation Management Seminar**  *Our Lady of the Pillar Medical Center*  November 23, 2012 | |
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| **EDUCATION** | | **Bachelor of Science in Nursing**  **St.Dominic College of Asia**  *S.Y. 2006 - 2010*  Tertiary  **Imus National High School**  *S.Y. 2002 - 2006*  Secondary  **Sabang Elementary School**  *S.Y. 1995- 2002*  Elementary | |
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**Job Seeker First Name / CV No: 1814916**

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