**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*.

|  |  |
| --- | --- |
| **EXPERIENCE** | **Information, Communication, Admitting Staff**Our Lady of the Pillar Medical CenterCity 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 |
|  |  |
| **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 |
|  |  |

**Job Seeker First Name / CV No: 1814916**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

