**MARDY**

**Abu Dhabi, U.A.E.**

**Email:** **mardy.304024@2freemail.com**

**TYPE OF VISA**: Employment Visa

**WORK EXPERIENCES:**

**DENTAL ASSISTANT (NO HAAD LICENSE) – 8 years**

**March 2008 up to present**

OXFORD MEDICAL CENTER, Abu Dhabi, U.A.E.

Responsibilities: Prepare patients for examination and treatment;

Assist the doctor during examination and treatment; Clean, pack and sterilize used instruments; Arrange instruments, medications and materials as appropriate; Maintain dental supplies; Perform routine care and maintenance of dental equipment; Organize files.

***RESPIRATORY THERAPIST*** *(June to December 1996)*

DE LA SALLE MEDICAL CENTER, Affiliated of Medical Services of America

Dasmariñas, Cavite, Philippines

Responsibilities: Delivers Aerosol Therapy; Set-up Respiratory Equipment; Monitors Ventilator.

***RESPIRATORY THERAPIST*** *(June to December 1995)*

LUNG CENTER OF THE PHILIPPINES, Quezon City, Philippines

Responsibilities: Delivers Aerosol Therapy;Extracts ABG; Carry out Electrocardiogram.

**CLERK/ *DATA ENTRY*** *(*1997 to 2005)

PROVINCIAL GOVERNMENT of Cavite, Office of the Governor,

Trece Martires City, Cavite, Philippines

Responsibilities: Data entry and encoding of civil cases, criminal cases, encoding of correspondence, endorsements and other pertinent documents;

Sorts, indexing, filing of all correspondences, records and other pertinent documents; Organize office files and documents.

**EDUCATIONAL ATTAINMENT:**

Collegiate: **Bachelor of Science in RESPIRATORY THERAPY**

Emilio Aguinaldo College, Taft Avenue, Manila,

Philippines (1991 to 1995)

Other Course: **CAREGIVER COURSE**

Primacare Training & Development Center

August 2003 to March 2004

Makati City, Philippines

Secondary: **Tanza National Comprehensive High School**

Cavite, Philippines (1987 to 1991)

Primary: **Felipe Calderon Elementary School,** Tanza, Cavite

Philippines (1981 to 1987)

**TRAININGS and SEMINARS:**

**Caregiving**

Golden Acres-Home for the Aged

Quezon City, Philippines

**Caregiving**

Asociacion de Damas de Filipinas, Inc.

Paco, Manila, Philippines

**Basic Life Support Health Care Provider**

February 9 - 10, 2004

Philippine National Red Cross Pasay City, Philippines

**First Aid Training**

February 11 - 14, 2004

Philippine National Red Cross,Pasay City, Philippines

**Improving Quality & Productivity in the Workplace Through 5s**

July 14, 1999

Cavite Provincial Government andCivil Service Commission

Regional Office IV, Trece Martires City, Cavite, Philippines

**5th Southern Tagalog Tourism Assembly**

July 21 - 23, 1999

Development Academy of the Philippines, TagaytayCity, Cavite

**Values Orientation Workshop**

December 7 - 9, 1999

Cavite Provincial Government and Civil Service Commission,

Regional Office No. IV, Trece Martires City, Cavite Philippines

**PERSONAL DATA:**

Civil Status : Single

Citizenship : Filipino

Religion : Christian (Catholic)

References will be available upon request.