**GRAZIELLE VYLENE P. LUGAO**

**OBJECTIVE/S:**

To be absorbed in a company where my professional knowledge and skills will be utilized with utmost interest and dedication; to be an effective employee, sharing whatever skills I have to the best of my ability for the growth and improvement of the company.

**EDUCATIONAL ATTAINMENT**

Bachelor of Science in Nursing

Graduation Date: May 12, 2011

University of the Cordilleras, Baguio City, Philippines

**ELIGIBILITY**

Passed the Nurses Licensure Examination

Date: December 3-4, 2011

Baguio City, Philippines

**WORK EXPERIENCE**

**NURSE**

Kalinga Provincial Hospital

Tabuk City, Philippines

April 2012-December 2012

January 2014-March 2015

Functions:

  Prepare and administer patient’s medications.

 Review patients’ charts for new Doctors orders.

 Carry-out new Doctors orders.

 Always check patients’ to-consume and to- follow Intravenous Fluids.

 Assist in the Delivery Room.

 Assist in the Operating Room.

**NURSE**

Under the Department of Health

Assigned at the Rural Health Unit

Municipality of Lubuagan

Kalinga, Philippines

January 2013-December 2013

**LABORATORY NURSE**

Almora General Hospital

Tabuk City, Kalinga

May 2011-March 2012

Functions:

 Phlebotomist.

 Record laboratory results.

 Charge laboratory requests.

 Process laboratory specimens.

 Assist in Blood Letting Activities.

 Prepare specimens for reading.

 Collect Laboratory specimen (blood) from In-patients and Out-patients.

**RELATED TRAININGS**

**On-The-Job Trainings:**

**HOSPITAL DUTY**

Functions:

1. Accompany the doctor during his rounds and take down efficiently and accurately the doctor's instructions;
2. Carry out orders of doctors and other supervisors;
3. Review patients' files for their daily medication requirements;
4. Timely and accurate preparation and administration of patients’ medications;
5. Detailed recording of procedures undertaken in patients’ charts;
6. Maintain hygiene, recording vital signs, providing and monitoring food and assessing the effectiveness of treatment plans.

**COMMUNITY DUTY**

Functions:

1. Assessing the health needs of a community including health risks, injuries and disabilities;
2. Determine the health needs of families and the community at large, as well as any social determinants that impact the health status of that community;
3. Advocate health education especially to people in far flung areas and teach them the importance of maintaining their own health and well- being.
4. Assist in the dissemination of the Government’s Health Programs to the rural communities;
5. Undertake feeding of malnourished and undernourished children in the farthest barangays.

**SUMMARY OF SKILLS AND WORK ATTITUDES**

* Possesses Initiative and Creativity at work
* Diligent and Meticulous in her assigned work
* Hardworking and Versatile
* Flexible Work Habits; can easily adapt and work even on a graveyard shift
* Can speak English fluently
* Very good in relating to patients, can assess patients’ needs and act accordingly
* Very willing to learn
* Pleasant personality and possess good manners
* Computer literate

**PERSONAL INFORMATION**

Name: Grazielle Vylene P. Lugao

Age: 26 years old

Date of Birth: January 18, 1990

**Job Seeker First Name / CV No: 1826118**

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