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**QUALIFICATION SUMMARY**

* Communicationskills:Highlydevelopedoral,writtenandprofessionalpresentationskills;capabilityof identifyingcustomerneedsandconcerns.
* InterpersonalSkills:Abilitytoestablishandmaintainrapportwithalllevelsofmanagement,clientsandprospects;modifycommunicationstylefordifferentcustomersoverthephone.
* AdministrativeSkills:Abilitytosetpriorities,establishgoalsandplans;timemanagement;efficientprocessingofpaperwork;meetingmanagement;independentworker.
* SalesAbilitySkills:Innovativeness,optimismand negotiationsskills.Makingsurethateverydecisionisa win- win forbothcustomerand thecompany.
* MotivationSkills:Setshighstandardsandisfocusedtowardachievementofgoals;displayshighlevelof energy;self-starter;proactive

**PROFESSIONALEXPERIENCE**

* **Company Nurse**[February 15, 2010 – September 17, 2016]**/ Safety Officer**[August 15, 2015 – September 17, 2016]**- Magnolia Poultry Processing Plant** [under FMMPC]
	+ - Assesses the work environment for potential health and safety problems.
		- Documents and maintains records associated with workplace injuries or illnesses.
		- Monitors workplace activities to ensure employees comply with company policy and government safety regulations
		- Conducts accident investigations
		- Ensures that safety and health plans is prepared and implemented
		- Maintains and updates employee health records.
		- Direct care to ill or injured employees.
		- Gives first aid care to employees.
		- Monitors vital signs [Temperature, Pulse rate, Respiratory rate and Blood Pressure].
		- Dispenses over the counter medications.
		- In charge of the clinic stocks and medications.
		- Makes daily and monthly reports and pass annual illness and accident reports to Department of Labor and Environment.
		- Gives oral and topical medications.
		- Makes monthly inventories of the clinic stocks, medicines and equipments.
		- Properly documents all the procedures and care done to the patient.
		- Provides health teaching and trainings for Basic Life Support, First Aid and Cardiopulmonary Resuscitation.
		- Makes necessary referrals to doctors.
		- Process employee’s health cards and physical examination.
		- Helps in preventing both chronic and short-term illnesses.
		- Raises awareness of lifestyle choices that contribute to chronic diseases.
		- Improves safety and answers health concerns among employees.

**Finance Assistant (By-product Analyst)/ Administration Officer -** [Feb 15, 2010 – September 17, 2016]

* + - Set plans and programs in the achievement of the Cooperative’s objectives.
		- Ensure all financial transactions for by-products are in line with Cooperative rules and regulations.
		- Exercise sound judgment and reasonable decision on matters affecting by-products financial resources [makes and implements memorandums and contracts].
		- Prepares and analyzes weekly and monthly reports for Monthly Operation Report [MOR].
* **Human Resources Assistant – Magnolia Poultry Processing Plant** [under FMMPC] [February 15, 2010 – April 16, 2011]
* **Magnolia Chicken Station Supervisor - San Miguel Foods, Inc.** [under FMMPC][Nov 13, 2009 - Feb 15, 2010]

* **Volunteer Nurse - Danao General Hospital** [formerly Danao District Hospital] [May 3, 2009-November 3, 2009]

**EDUCATIONAL BACKGROUND**

**COLLEGIATE**

**Course:** Bachelor of Science in Nursing

**School:** University of Cebu-Banilad

Gov. Cuenco Avenue, Banilad Cebu City

**Year:** 2003 – 2008

# KNOWLEDGE / SPECIAL SKILLS / ACHIEVEMENTS

* + Computer Literate [Microsoft Word, Microsoft Excel, MS PowerPoint, IFCA System, SAP System, Lotus Notes Application]
	+ Can work with minimal supervision
	+ Internet savvy
	+ Good command in English [both in Oral and written ]
	+ Participated on **Treasurer’s Congress** of Mandaue City Cooperative Development Office [August 19,2016]
	+ Participated on **Secretary Summit** of Mandaue City Cooperative Development Office [June 22,2016]
	+ Appointed as **Corporate Secretary** of Fast Mover Multi-Purpose Cooperative [March 2012-September 17, 2016]
	+ Appointed as **Internal Quality Team Leader Auditor** of Magnolia Poultry Processing Plant [February 25,2014-September 17, 2016] under FMMPC
	+ Appointed as **Internal Quality Assistant Team Leader Auditor** of Magnolia Poultry Processing Plant [January 4, 2011 – January 2014] under FMMPC
	+ **Quality and Food Safety member** [February 15,2010 – September 17, 2016]
	+ **Crisis Management Team Member** [February 15,2010 – September 17, 2016]
	+ Participant on **DAUSA Medical/Surgical/Dental Mission 2009** [September 22-24, 2009]- Danao City
	+ Graduate of **National Training Program-Civic Welfare Training Service Component [“A Better Philippines Starts with Me”]** [March 21,2004]

**TRAININGS AND SEMINARS**

* + - Attended **Credit Infrastructure Roadshow** [August 17, 2016]
		- Attended **Basic Occupational Safety and Health Training Course** [August 10-14,2015]
		- Attended **Effective Communication Skills Training** [ August 26-27,2014]
		- Attended **Cooperative Gender & Development Awareness** [July 28-29,2014]
		- Attended **Basic Accounting for Non Accountant Training** [November 25-26,1013]
		- Attended **Hazard Analysis and Critical Control Point [HACCP]– Understanding and Implementing**[June 20-22, 2012]
		- Attended **First Aid and Basic Life Support Course**[ July 18-19, 2011]
		- Attended **ISO 22000:2005 [Food Safety Management System Requirements] Process-based Assessment**[July 4-7, 2011]
		- Attended **Crisis Management**[April 14, 2011]
		- Attended **ISO 22000:2005 [Food Safety Management System Requirements] Understanding and Implementing**[April 11-13, 2011]
		- Attended **Current Good Manufacturing Practice[GMP][Administrative Order No. 153 s. 2004]**[April 12, 2011]
		- Attended **ISO 9001:2008 [Quality Management System Requirements] Understanding and Implementing**[December 1-3, 2010]
		- Attended **Fire Prevention and Safety Training**[July 1, 2010]
		- Attended **Disaster Preparedness Seminar**[July 1, 2010]
		- Attended **Occupational Safety Seminar**[April 7, 2010]
		- Attended “**Exploring Career Options in Nursing”**[January 11, 2008}
		- Attended **Seminar on Infection Control**[September 19, 2007]
		- Attended **First Aid, CPR and AED Course-Based on the 2005 guidelines on Cardio Pulmonary Resuscitation [CPR] and Emergency Cardiovascular Care[ECC]**[July 9, 2007]
		- Attended **“Seminars on Good Governance”**[December 9-11, 2006]
		- Attended **First Aid, CPR and AED Course-Based on the 2005 guidelines on Cardio Pulmonary Resuscitation [CPR] and Emergency Cardiovascular Care[ECC]**[July 9, 2007]

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| **Cherry Lyn Calo Sanchez – 1851882**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |