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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.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |