

**MONIQUE**

**MONIQUE.317138@2freemail.com**

**PERSONAL INFORMATION**

**Gender:** Female

**Age:** 26 y/o

**Nationality:** Filipino

**Civil Status:** Single

**Date of Birth:** October 18, 1990

**Place of Birth:** Philippines

 **Religion:** Roman Catholic

 **Ht.:** 150cm **Wt.:** 55kg

**Languages:** English, Filipino, Some Basic Arabic

**Visa Status:** Residents Visa (Mother’s Sponsorship)

**EDUCATIONAL BACKGROUND**

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| --- | --- | --- |
| **LEVEL** | **SCHOOL/UNIVERSITY GRADUATED** | **YEAR GRADUATED** |
| COLLEGE | Bachelor of Science in NursingUniversity of Perpetual Help System DALTALas Pinas City, Metro Manila, Philippines | 2007-2011 |
| HIGH SCHOOL | St. Michael’s CollegeCantilan, Surigao del Sur, Philippines | 2003-2007 |
| ELEMENTARY | G.Gatchalian Elementary SchoolLas Pinas City, Metro Manila, Philippines | 2003 |
| License | Philippine Nursing License |

OBJECTIVES:

To work in a challenging environment where I will be able to use and share my knowledge, skills and abilities. To help me grow professionally, obtain career advancement and financial stability.

**SKILLS:**

* Teamwork skills, Hardworking and Organized
* Self-motivated and ability to take the initiatives
* Ability to work well under pressure, responsible, risk taker
* Quick learner, keen to learn and improve skills
* Written and verbal English communication skills
* Strong customer service skills and excellent telephone manner
* Computer skills: Internet, MS Office, Excel, Outlook, Presentation, Video Editing, Print, Scan, Fax

**WORK EXPERIENCE**

**Company Nurse**

Cebu Pacific Clinic

June 6, 2016 – September 1,2016

*Duties and Responsibilities:*

* Providing general administrative support such as faxing and copying and telephone support.
* Giving appropriate emergency first aid management to patients on any medical condition
* Conducting inventory of medicines and other supplies every week
* Monitor and document work-related injuries and report to the HR and Safety Committee.
* Assisting in the annual examination program.
* Giving health teachings, awareness, counseling and education on how to detect and prevent medical illnesses.
* Maintaining clinic facilities / equipment and health records of employees.
* Maintaining complete, up-to-date and accurate clinic records necessary for patient care and service.
* Preparing periodic reports of medical services.
* Providing nursing care to injures or ill workers
* Administer treatments and medications as prescribed by the attending physician

**Assistant Nurse**

Al Bilal Medical Centre

August 8, 2014-January 7, 2016

*Duties and Responsibilities:*

* Receiving calls for inquiries of patients regarding a particular appointment with their respective attending physician
* Encoding patient’s records and data in the computer
* Checking patient’s insurance approval
* Prepares and sterilize instruments ready for use
* Preparing patient and assists physician with diagnostic and therapeutic procedures.
* Taking patients vital signs, height& weight, RBS level, specimen collections
* Administer nebulization as needed
* Wound care draining and dressing
* Assist and operates ECG machine
* Prepare and remove IV Fluids from patient’s site
* Assisting dentist in clinical procedures such as root canal treatment (RCT), tooth extraction, scaling and polishing, composite filling and dental x-ray
* Coordinate with the other members of health care team
* Perform other tasks as requested

I hereby certify that the above information given is true and correct to the best of my knowledge.