**GIRLIE**

Email Address: [girlie.323459@2freemail.com](mailto:girlie.323459@2freemail.com)

**PROFESSIONAL**

***Dubai Health Authority (Licensed No.: (DHA/LS/1942017/708660)***

***Dubai Healthcare City Authority (Licensed No.: RN1109-14)***

***Professional Regulation Commission, Philippines (Licensed No.: 0619383)***

***Emirates Nursing Association (Member No.:4730)***

***Basic Life Support Provider***

***Advance Cardiac Life Support Provider***

**objectives**

Compassionate Registered Nurse with over 6 years of experience in Healthcare seeking a career position where I am able to achieve excellence, knowledge and skills that can be applied, to deliver a comprehensive care to my entire patient that would be an advantage to the growth of my profession and me as an individual.

**WORK EXPERIENCE**

**AMERICAN HEART CENTER**

*Staff Nurse*

Dubai Healthcare City, Dubai, United Arab Emirates

July 24, 2013 – April 24, 2017 (3years & 9months)

**Main Duties and Responsibilities:**

● Assisting the physician during medical treatment and cardiovascular diagnostic procedures.

● Performing cardiovascular diagnostics such as Electrocardiogram, Stress Test, Echocardiogram (Heart Ultrasound, Carotid Ultrasound, Vascular Ultrasound), Stress Echocardiogram, Pulmonary Function Test,24 Hour Holter and Blood Pressure Monitoring.

● Collecting blood samples from patients, labeling and dispatching them for analysis and testing.

● Ensure compliance with DHCA and the Center for Healthcare Planning and Quality (CPQ) standards and regulation concerning health, Safety and Environmental plan and policies.

● Maintaining and reviewing patient records and charts.

● Checking medication cart for expired medication. Informing proper personnel when medications and supplies need to be ordered.

● Train new staff and processing visa, license etc.

● Handling facility for renewal of the lease, commercial license, trade license, Doctor’s license etc.

● Handling phone calls from patients and doctors for scheduling appointments.

● Ensure to carry out the care plan approved by the doctor.

● Getting approvals for medical procedures.

●Submission & resubmission of insurance claims through e-claims.

●Clarification of rejections and prepare report for re-submission of rejected claims to concerned client company.

●To collaborate with insurance companies regarding payments, reconciliation and other requirements.

**DR. NOUHA CHOUMAN SPECIALIZED CLINIC**

**Obstetrics and Gynaecology Specialist**

*Nurse/ Medical Insurance Coordinator*

Al Rigga St. Deira, Dubai, United Arab Emirates

June 09, 2012 – July 23, 2013 (1year & 1 month)

**Main Duties and Responsibilities:**

●Assist the Doctor during OB-Gyne Consultation and procedures like colposcopy, cryotherapy, cautery.

●Responsible for the patient's privacy and confidentiality during examinations and procedures.

●Take and record vital signs and monitor weight of the patients.

●Responsible for all the medical supplies in the clinic and sterility of all the instruments used.  
 ● Provided individual counselling, referrals and education to clients.  
 ● Maintained cleanliness of the facility and prevented infections.  
 ● Processed Insurance claims/e-claims.  
 ●Prepared and review insurance-claim forms and related documents for completeness.  
 ● Transmited claims for payment or further investigation

**REGION 1 MEDICAL CENTER (600 Bed Capacity-Government Tertiary Hospital)**

*Staff Nurse-Emergency Room*

Arellano St. Dagupan City, Pangasinan, Philippines

February 20, 2010-February 24, 2012 (2years)

**Main Duties and Responsibilities:**

● Initiate patient assessment to determine immediate care needs.

● Utilized the nursing processes; assessed, planned, provided and evaluated nursing care based on staff and patient interviews.

● Provided and managed goal-oriented patient care by utilizing established nursing processes and principles.

● Established nursing diagnoses and wrote out plan for treatment. Implemented cure and evaluated care.

● Demonstrated awareness of ongoing ER unit needs to provide other team members with leadership and direction for reaching optimal nursing care standards.

● Collaborated with other ER professionals to ensure effective patient care delivery – Identified patients’ conditions and addressed nursing care.

● Acted as a team member/leader to perform ER tasks.

● Experienced in staff development, process improvement, and regulatory compliance in order to provide and perform superior patient care.

● Supervised the assigned staff – Was accountable for daily team performance.

● Assisted in the efficient operation of Emergency Room unit – Performed various medical assignments as required.

● Continually looked for opportunities for professional development and improvement.

**ORGANIZATION**

**Volunteer In UAE**

Non-profit Organization

November 29, 2013 up to present

Volunteer in UAE was founded mid 2008 with the purpose of bringing together any charity, organization or cause with residents that are eager to volunteer their time and give back to the community.

**SKILLS**

* + Ability to work individually and as a team member
  + Knowledgeable in dealing with computer works
  + Can work with less supervision
  + Goal oriented, determined and self-motivated
  + Leadership Skill
  + Proficient at prioritizing workloads
  + Contribute to multidisciplinary team for patient treatment

**PERSONAL INFORMATION**

**Date of Birth:**  February 25, 1988

**Citizenship:** Filipino

**Civil Status:**  Single

**Religion:** Roman Catholic

**Visa Status:** Transferable Visa

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