**CV No 1944492**

**PERSONAL INFORMATION**

Age : **27 years old**

Sex : **Female**

Civil Status : **Single**

Height : **5’2”**

Date of Birth : **4** **July 1989**

Nationality : **Filipino**

Language : **English**

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**SUMMARY OF QUALIFICATIONS/SKILLS**

* Skilled and knowledgeable with good attitude in dealing with challenges
* Goal- oriented, well organized, hardworking
* Flexible and a quick learner who adapts easily to new situations and enjoys a challenge
* Able to get along with co-workers and accepts help from others
* Can speak English fluently and computer literate (knowledge in MS Word, Excel, etc.)
* Able to handle work proficiently under pressure
* Copy editing/proofreading
* Good communicating skills
* Honest and hardworking
* Anticipates clients’ need
* Excellent customer service skills

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**EDUCATIONAL BACKGROUND**

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**(2006–2011)** **Silliman University**

**Bachelor of Science in Nursing**

Hibbard Ave., Dumaguete City, Negros Oriental 6200, Philippines

**(2002–2006) San Pedro Academy-Recoletos**

Caidiocan, Valencia, Negros Oriental 6215, Philippines

**(1996–2002) Malaunay Elementary School**

Malaunay, Valencia, Negros Oriental 6215, Philippines

**WORK EXPERIENCE**

**September 2015 up to present** **School Nurse**

*Duties and Responsibilities:*

* Prepares and maintains student clinic records and required reports
* Maintains clinic equipment and assesses the need for consumable supplies on an annual basis
* Assesses students and implements first aid measures for students or other staff as needed
* Establishes and updates health and immunization records
* Ensures compliance of procedures, protocols and other instructions provided by the coordinator of health services or contained in division manuals and protocols
* Assists the school physician during monthly medical check-up with the children
* Administers daily and PRN (as needed) medications and nursing care procedures prescribed by the school physician
* Interacts with and supports children, providing them with a secure environment to learn
* Motivates and stimulates the children’s learning abilities, usually using play activities
* Supports and helps producing visual aids and teaching resources
* Assists with the development of children’s personal/social and language abilities
* Supports the development of children’s basic skills, including physical coordination, speech and communication
* Encourages children’s mathematical and creative development through stories, songs, games, drawing and imaginative play
* Observing, assesses and records each child’s progress
* Ensures that the health and safety of the children and staff are maintained during all activities, both inside and outside the nursery school
* Coordinates and collaborates with parents regarding kids health status and concerns

**May 2012 to April 2013 SPi Global**

Bagacay, Dumaguete City 6200, Negros Oriental

Philippines

**Language Copy Editor**

*Duties and Responsibilities:*

* Responsible for the clarity, accuracy, and organization of the context of the book that is to be published
* Checks for grammatical errors in each book chapter such as in spelling, grammar, punctuations, capitalizations, syntax, and overall sense
* Checks content and styles and reword or rewrite if necessary
* Reads each article/book chapter line by line and sentence by sentence, ensuring clarity and no grammatical errors
* Ensures that what is written are facts and not plagiarize
* Ensures that instructions and requests of the author is being done and incorporated in the written article/book

**April 2013 to March 2015 SPi Global**

Bagacay, Dumaguete City 6200, Negros Oriental

Philippines

**Quality Assurance-Language Copy Editor**

*Duties and Responsibilities:*

* Has the same responsibilities as the Language Copy Editor
* Works on the files edited by the Language Copy Editor and checks for the changes or corrections made by him/her
* Provides feedback of the errors made by the Language Copy Editor during copy editing
* Ensures no errors on the changes made by the Language Copy Editor
* Helps other copy editors in queries or questions in editing a word, sentence, chapter or article/book

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**LICENSURE**

**PRC License**  **Registered Nurse**

23March 2012

Philippine Nursing Licensure Examination Date: December 17-18, 2011

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**Job Basic Entry Skills Seminar**

Silliman University, Dumaguete City

15 March 2011

**Balik Talent 2011**

Silliman University, Dumaguete City

20 August 2011

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**REFERENCE**

Upon request

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| --- |
| **HONEYLEE V. RAHIOL – CV No 1944492**  Whatsapp +971504753686  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. |