**MARJORIE**

[**MARJORIE.331156@2freemail.com**](mailto:MARJORIE.331156@2freemail.com)

**Objective:**

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

**Summary of Qualification**

* A versatile, computer literate and goal driven achiever with a firm commitment to the corporate mission of employer.
* Good communication skill with the ability to interact at different levels. Self-motivated, can easily assimilate new ideas and quite

Adaptive to work in different environment.

**Educational Background**

**Tertiary Level:** Dr. Yanga’s Colleges Inc

Bocaue Bulacan

Bachelor of Science inNursing

2002 – 2006

**Secondary Level:** La Consolacion School

Longos Balagtas, Bulacan

1998 – 2002

**Primary Level:** Balagtas Central School

Balagtas, Bulacan

1991-1998

**WORK EXPRIENCES**

* **Staff Nurse**

Castro Maternity and General Hospital

Baliuag, Bulacan

July-August 2006

* Maintain accurate, detailed reports and records.
* Monitor, record and report symptoms and changes in patients' conditions.
* Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans.
* Monitor all aspects of patient care, including diet and physical activity
* Prepare patients for, and assist with, examinations and treatments. Instruct individuals, families and other groups on topics such as health education, disease prevention and childbirth, and develop health improvement programs.
* Prepare rooms, sterile instruments, equipment and supplies, and ensure that stock of supplies is maintained.
* Provide health care, first aid, immunizations and assistance in convalescence and rehabilitation in locations such as schools, hospitals, and industry.
* **Medical Staff**

HMO-Out Patient Department

Sta. Clara de Montefalco Medical Center

Malhacan Meycauayan, Bulacan

August 2006- June 2007

* Performs accurate and complete admission assessments
* Monitors and documents the patient’s condition and the effectiveness of care and/or interventions
* Evaluates and updates the patient’s plan of care to facilitate the achievement of planned and expected outcomes
* Administers prescribed medications and treatments in accordance with approved nursing protocol
* Maintains confidentiality regarding patients and families
* Interacts with patients, families and other visitors in a courteous, helpful manner
* Keeps abreast of best practice information for nursing profession
* **1st Grade Teacher**

Victory Churches of Asia Academy

Banga 1st Plaridel, Bulacan

June 2011- March 2012

* Leading group study, discussion and demonstration
* Introduction of new concepts
* Behavior and rule enforcement
* Objective communication
* Evaluation and observance of students
* Challenging students in preparation for advanced education
* Material preparation and delivery
* **Health Care and Community Services Instructress**
* **Barangay Health Services Instructress**
* **School Nurse**

Emmanuel College of Plaridel

Cagayan Valley Rd., Banga 1st, Plaridel, Bulcan

June 2007- April 2013

* **Clinical Instructor**

Emmanuel College of Plaridel

(Sto.Nino Hospital, Ofelia Mendoza Hospital)

June 2007-April 2013

* Supervising care provided by a group of students (usually 6 to 8 students in a group) while they complete their clinical rotation in your area of specialty.
* Coordinating with clinicians at the clinical site to make student patient assignments.
* Teaching students how to perform duties in the clinical site and answering their questions.
* Evaluating your students’ clinical work.
* **Customer Service Representative**
* **Floor Assistant Intern**

**Convergys-Megamall**

Mandaluyong City

June 2013-July 2015

* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Opens customer accounts by recording account information.
* Maintains customer records by updating account information.
* Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
* **Team Leader**

Liberty Medical Supplies

Pasig City

July 2013- January 2016

* Lead by setting a good example (role model) – behavior consistent with words
* Coach and help develop team members; help resolve dysfunctional behavior
* Facilitate problem solving and collaboration
* Assure that the team addresses all relevant issues within the specifications and various standards
* Provide necessary business information
* Coordinate with internal and external customers as necessary
* Serve as a focal point to communicate and resolve interface and integration issues with other teams
* Escalate issues which cannot be resolved by the team
* Provide guidance to the team based on management direction
* **Private Teacher/ Nurse (boy with special needs)**
* provide a variety of learning materials and resources for use in educational activities
* identify and select different instructional resources and methods to meet students' varying needs
* instruct and monitor students in the use of learning materials and equipment
* use relevant technology to support instruction
* observe and evaluate student's performance and development
* make sure that he take the medicine on time
* planning of the foods he eat

**Personal Information**

▪ Date of Birth : 20 April 1985

▪ Nationality : Filipino

▪ Religion : Catholic

▪ Sex : Female

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

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