**ALBIE**

**Albe.336636@2freemail.com**

**OBJECTIVES**

* To secure an employment opportunity with progressive innovative company where my skills and education can be utilized to the fullest.
* To build a career that offers a distinct challenges and growth with opportunities to perform and simultaneously enrich knowledge and skills in the field of customer care and services.

**WORKING EXPERIENCE**

**Private Duty Nurse**

**Personal Employer**

**Nueva Ecija, Philippines**

**August 2016 – December 2016**

**Job Purpose**

Private duty nurses provide a variety of services to patients, including companionship and bathing. Administers medications, treatments, dressings, and other nursing services, according to physician's instructions and condition of patient.

**Duties and Responsibilities**

* Monitoring and recording vital signs.
* Preventing pressure ulcer
* Cleaning and applying bandages on wounds and ensuring faster healing
* Administering prescribed medicines, injections, and physical therapies
* Administering, monitoring, and emptying catheters from time to time
* Applying appropriate treatment in case of emergency and accompanying patients to the hospital
* Assisting patient mobility
* Preparing and feeding meals to patients as instructed by dietitians
* Provided direct nursing care according to care plans
* Followed standards and protocols of clinical practice in nursing patients at homes
* Consulted with doctors over phone and in person for change in treatment
* Maintained regular contact with physicians and family members and updated about patients' needs
* Ensured safety and comfort of patients at home
* Followed professional conduct for delivering nursing care to patients

**MERCURY DRUG CORPORATION**

**Manila, Philippines**

**Assistant Pharmacist**

**October 1, 2012 – July 30, 2016**

**Job Purpose**

 To assist licensed pharmacist in selling and preparing medications to patients in pharmacy drug store.

**Duties and Responsibilities:**

* Taking in handling out prescriptions
* Using computer systems to generate stocks lists and labels
* Ordering items
* Receiving, loading, unloading deliveries
* Selling over the counter medicines
* Answering customers questions face to face or by phone
* Pre-packing, assembling and labeling medicines
* Preparing medicines
* Referring problems or queries to the pharmacist
* Operating the cash register.
* Handling money transactions.
* Answering phone calls.
* Doing clerical work in the pharmacy.

**SPECIAL SKILLS**

* Proficient in operating MS Office and Internet.
* Strong work ethic.
* Knowledgeable and familiar in generic and branded medicines.
* Capable of successfully taking on both a leadership and a team member role.
* Ability to handle emergencies and remain calm and professional
* Excellent in written and oral communication

**TRAININGS AND SEMINARS**

***3-Day Basic IV Therapy Training Program for Nurses***

***Association of Nursing Service Administrators of the Philippines, Inc. (ANSAP)***

Davao City Chapter

September2016

***Advanced Cardiovascular Life Support***

HealthCare Advantage Training Institute

February 2016

***Basic Life Support***

HealthCare Advantage Training Institute

February 2016

***Continuing Educations for Cashiers (CECAS)***

***For Excellent Customer Service Training Workshop***

Mandaluyong City

June 2015

***Challenges for the Filipino Nurses: Exploring Avenues for Professional and Economic Advancement, Philippine Nurses Association Inc.***

Palayan City

February 2012

**EDUCATIONAL ATTAINMENT**

**Degree : BACHELOR OF SCIENCE IN NURSING**

College : Wesleyan University–Philippines

Cabanatuan City, Nueva Ecija, Philippines

2008 – 2012

**PERSONAL BACKGROUND**

Place of Birth : Nueva Ecija , Philippines

Nationality : Filipino

Civil Status : Single