**Shylet**

**Shylet.338642@2freemail.com**

***DHA Eligibility Letter***

**CAREER OBJECTIVE:**

* A dedicated nurse with background in health care facilities, now seeking a position in the hospital where my experience and knowledge can be use and nurture.
* To actively participate in any nursing related workshops and seminars.

**PERSONAL DATA:**

Date of Birth: November 2, 1988

Place of Birth: Cabagan, Isabela

Age: 28

Gender: Female

Civil Status: Married

Weight: 49 kgs

Height: 5’

Language Spoken: English, Arabic, Tagalog

Citizenship: Filipino

Religion: Roman Catholic

**EDUCATION**: Elementary: San Bernardo Elementary School - June 1995-March 2001

 Secondary: Sto.Tomas National High School - June 2001- March 2005

 College: St. Paul University Philippines – June 2005-October 2007

 Medical Colleges of Northern Philippines- November 2007- March 2009

 Course: Bachelor of Science in Nursing

**KEY SKILLS AND COMPETENCIES:**

* Exposure to lots of different areas and environments within nursing.
* Resourceful problem solver capable of implementing solutions to complex problems.
* Familiar with computerized patient information system.
* Having the drive and determination required to deliver the highest possible standard of patient care.
* Able to maintain confidentiality of information relating to patients, staff and other health service business.
* Respecting and understand different religious beliefs and cultural needs.
* Skills in decision making and communication.
* Initiative to improve self and service.
* Ability to follow instructions and feedback.
* Enthusiastic for learning, high stress tolerance and willing to be trained.
* Competence in performing work.

**PROFESSIONAL EXPERIENCES:**

**KINGDOM HOSPITAL- Out Patient Department (3 YEARS)**

P.O Box 84400, Riyadh 11671 Kingdom of Saudi Arabia

May 6, 2013 to May 31, 2016

* Responsible and accountable to fulfill the task and provides nursing care that is integral part of the total care plan according to standards.

**DUTIES:**

* Verify the patient correctly.
* Complete assessment of the patient.
* Taking vital signs.
* Ensure the consent is properly sign before doing any procedure.
* Maintaining Aseptic technique while performing any procedure or assessment of the patient.
* Assisting Surgery Doctors in doing minor procedures like (excision of sebaceous cysts, incision and drainage, removal of ingrowing toenail, fine needle aspiration biopsy, chalazion, supra pubic catheter, excision of mass, circumcision of newborn, removal of nasal pack for post nasal surgery patients.)
* Assisting in other procedures (micro suction, nasal cautery and putting nasal pack, nasal endoscopy, fiber optic laryngoscope, cryotherapy, EEG, NCS minor/major, band adjustment, application of cast, Depomedrol injection, cleaning and changing wound dressings, stress test, BP Holter etc.)
* Performing 12 lead ECG, Tympanometry, removal of suture for post op patients.
* Administering medications (IM, Subcutaneous, oral, IV) and treatments as prescribed by physician or according to established policies and protocols.
* Admitting patients who will undergo Ferosac Intravenous Treatment, assessing, inserting an IV line and monitoring patient for any allergic reaction.
* Admitting the patient for urgent referrals and preparing before sending to the ward.

**SAUDI SWISS CONSULTANT CENTER**

**Al Khobar, KSA**

September 27, 2010 – December 13, 2012

* Make patients comfortable as possible in the dental chair, prepare them for treatment and obtain medical records
* Responsible for preparing patients before and after surgery (implant and surgical extraction
* Practicing aseptic technique and maintaining sterility of all the instruments that will be needed in every procedure
* Administer drugs via intramuscular, oral route and even intravenous lines
* Preparing and checking instruments and machines if it's working
* Operated 3D, OPG and cephalic x-ray machines
* Managed confidential files
* In depth knowledge in the use of dental equipment, tools and advance technologies (laser, implants) in relevant field.

**TRAININGS AND SEMINARS ATTENDED:**

**CARDIOPULMONARY RESUSCITATION, Basic Life Support**

April 30, 2015- April 30, 2017--Training Room, Kingdom Hospital

**IV THERAPY REFRESH COURSE**

August 4, 2014-- Training Room, Kingdom Hospital

**CARDIO PULMONARY AND NEUROLOGICAL EMERGENCY NURSING**

September 1, 2014 --Training Room, Kingdom Hospital

**TRANSFUSION AND BLOOD MANAGEMENT SEMINAR**

December 6, 2013--Training Room, Kingdom Hospital

**1st RCH ANNUAL SCIENTIFIC SYMPOSIUM ON IMPROVING QUALITY AND VALUE HEALTHCARE 2013**

November 24-26, 2013-- Riyadh Care Hospital

**QUALITY AND PATIENT SAFETY SYMPOSIUM**

June 22, 2013 -Training Room, Kingdom Hospital