Aileen, RM

Aileen.339201@2freemail.com

­­­­\_\_\_\_\_\_\_

**Objectives**

 Committed and service person aspiring and seeking a position within the firm that will challenge proven skills and experience in resourcefulness, determination, teamwork and innovation. To demonstrate ability to work in fast-paced, complex, high pressured environments where initiative, maturity and the ability to anticipate and develop affective, timely solutions are essentials. Career characterized by work ethics emphasizing dedication, trustworthiness, integrity and hard work.

Highlights of Qualifications

* With excellent communication and interpersonal skills.
* Capable of managing the entire jobs assigned with diligence and punctuality.
* Well structured and stylish self-correspondence and effective public relations.
* Right attitude and sincerity to the jobs assigned.
* Good behavior and pleasing manner with a high sense of responsibility.

Educational Background

 College **University of Saint Anthony**

 San Miguel, Iriga City, Philippines

* Diploma in Midwifery

 With PRC license #: 0171886

 Valid until: 04/05/2019

 June 2013 – March 2016

Personal Skills

 :Service Orientation actively looking for ways to help people.

 : Ability to communicate and send effectively messages with a receptive attitude.

 : First Aid and CPR Certified

 : Ability to get on well with people from a wide range of backgrounds

 : Adept at supervising and caring for children in the absence of parents or regular caregiver

 : Highly skilled in diaper-changing and bottle-feeding

 : Proficient in computers/technology

 : providing empathic and compassionate care

 : Have sense of Humor

Professional Experience

: **MERCURY DRUG STORE -** Iriga City, Philippines Nov. 11, 2013 – Nov. 28, 2016

  **Pharmacists**

* Prepares medication by reviewing and interpreting physician orders; detecting therapeutic incompatibilities.
* Provides pharmacological information by answering questions request of health care professionals; counseling patient on drug therapies.
* Protect patient and technicians by adhering to infection – control protocols.
* Maintain safe and clean working environment by complying with procedures, rules and regulations.
* Keeping up to date with current pharmacy practice, new drugs and their uses.
* Managing a needle and syringe exchange.
* Measuring and fitting compression hosiery.

: **MS. CYRIL ROMERO’s Family-** Iriga City, Philippines January 2012 to June 2013

 **Babysitter**

• Bathe and dress infants and toddlers
• Change diapers and provide toilet training
• Prepare formulas and bottle-feed infants
• Prepare nutritious meals for children in keeping with employer’s instructions
• Arrange activities, games and day trips to give amusement and exercise to kids
• Take complete responsibility of children in the absence of parents
• Perform light housekeeping tasks

: **CHILDRENS NIGHTINGALE DAY CARE CENTER-**

Iriga City, Philippines January 2009 to August 2012

 **Volunteer Nursery Teacher**

* **Can act as a caregiver, educator and primary emotional resource for the young children in her care.**
* Providing for a child's basic needs by feeding, cleaning and protecting the well-being of children.
* Prepare educational lessons, plan games and activities, and facilitate hands-on learning activities or field trips.
* Maintain order in the classroom by ensuring children behave, get along with others and respect one another.
* Liaising with parents, carers and professionals such as speech therapists and health visitors
* Monitoring and recording progress

**Work Related Experiences**

: **BICOL MEDICAL CENTER –** Naga City, Philippines

 August 2013 – February 2016

 **Student Midwife (DR & MATERNITY WARD & OPD & NICU)**

: **RINCONADA MEDICAL CENTER** - Nabua, Camarines Sur, Philippines

 August 2013 – February 2016

 **Student Midwife (ER & WARD)**

: **STA. MARIA JOSEFA HOSPITAL** - Iriga City, Philippines

 August 2013 – February 2016

 **Student Midwife (ER & WARD)**

: **PEÑAFRANCIA FESTIVAL** - Naga City, Philippines

 September 10 – 17, 2016

 **Volunteer First Aider (RED CROSS)**

 Trainings and Seminars

 : BASIC LIFE SUPPORT AND FIRST AID TRAINING

 University of Saint Anthony

 February 3 – 5, 2016

 : NC III BOOKKEEPING

 Oliveros College, Inc.

 September 28, 2014

 : BASIC INTRAVENOUS THERAPHY AND PERINEAL SUTURING

 University of Saint Anthony

 January 2012

 : NC II CARE GIVER

 University of Saint Anthony

 March 2012

Personal Information

 Nationality : Filipino

 Sex : Female

 Birth Date : April 5, 1993

 Height : 5’4”

 Weight : 62 kls.

 Religion : Roman Catholic

 Languages Spoken : English, Tagalog

 Marital Status : Single

**Character References**

* **Upon request**