Arlene

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**Educational Profile**

Bachelor Of Science in Nursing - Immaculate Conception College Albay, Philippines ( 2004 – 2010 )

**Work Experience**

**Nursing Attendant**

St. Gerard Majella Birthing and Child Care Facility–Masbate, Philippines

June 2016 to February 2017

* **Help patients with basic needs like helping them to bathe, dress and feed themselves.**
* **Take and recording the vital signs of the patient from blood pressure, temperature and respiration rate.**
* Making beds and change the linens.
* In charge in cleaning out bed pans and changing soiled sheets.
* Making sure to have a chance for a regular conversation with patients that can help them to make it through times of illness.
* Storing and setting up medical equipment like laying out tools for the next patient.
* Moving heavy medical equipment from one room to another.

**Nursing Attendant**

Diocesan Hospital of San Antonio de Padua – Masbate, Philippines

May 2015 to May 2016

* Provide hands-on care to patients in a variety of settings, including hospitals, nursing homes, and mental health facilities.
* Perform routine tasks under the supervision of registered nurses.
* Take patient's temperate, pulse, and respiration rate.
* Take blood pressure and determine if range is abnormal.
* Answer calls for help and determine if additional help is needed.
* Prepare and serve meals.
* Feed patient and mash up food if necessary.
* Bathe and dress patient.
* Make beds and perform light housekeeping duties in patient's room.
* Take patient on walks.
* Deliver them to operating rooms.
* Observe patients' physical, mental, and emotional conditions.
* Observe fluid intake and output.

**Waitress**

Port Zirteas Café – Masbate, Philippines

October 26, 2013 to March 25, 2015

* Ensure that customers have pleasant and welcoming experience.
* Take customer’s order and ensure they reported correctly to the kitchen.
* Deliver prepared food to the table and verify the order arrives complete and accurate.
* Explained specials, offered information and made suggestions about the menu.
* Provide the customer with the bill, collects payment and patiently resolves any complaints.
* Have basic knowledge of food and beverage menu items.
* Up-sold the products on the menu and promo with professional appearance and mannerism.
* Garnish and decorate dishes in preparation for serving.
* Describe and recommend coffees.
* Ensure table condiment and supplies are stocked which includes napkin, sauces, cream and other condiments.
* Fill salt, pepper, sugar, condiment and napkin containers.
* Clear the table and map the floor.
* Check glassware, linens and silverware are clean and placed appropriately.
* Maintained clean and sanitary work areas.
* Anticipated and fulfilled guest needs and requests.
* Followed proper plate presentation and garnished set up details.

**Admin Assistant / Clerk**

Philippines Statistic Authority

April 2, 2010 to January 31, 2012

* Monthly field work for a house to house interview to get the timely survey on a specific agenda
* Submit timely reports and prepare presentation for the survey summary results.
* Handling and monitoring the excel file for employees performance inside the department for the preparation of payroll.
* Coordinate office activities and operations to secure efficiency and compliance to company policies.
* Track office supplies and place orders when necessary.
* Manage phone calls and query about the timely survey.

**Additional Skills**

* Knowledgeable in Microsoft Office( Word, Excel, PowerPoint, etc)
* Good attention to detail
* Good at juggling tasks and prioritizing

**Trainings and Seminars Attended**

Food and Beverages Services (NCII)

Bookkeeping (NCIII)