**ESPINOSA**

***Abu Dhabi, U.A.E.***

Espinosa.352249@2freemail.com

**QUALIFICATIONS**

* Presently working in a Dental Center in Abu Dhabi as an Assistant/ Receptionist.
* Possess good interpersonal and communication skills and manages multi-tasking effectively.
* Proficient in general office duties including Microsoft office, Quick Books accounting and record keeping.
* Thorough knowledge of written English grammar, spelling, vocabulary and punctuations.
* Highly skilled in greeting customers and answering phone calls.
* Excellent client care, guest service and attention to work detail.
* Proven ability to handle multiple, competing priorities in an effective manner.
* Hast zest for learning, high stress tolerance and willing to be trained.
* Proven team player, flexible, fast learner and alert.

**PERSONAL DATA**

Civil Status : Single

Sex : Female

Birthdate : 25 December 1989

Passport Number : EC7482065

Religion : Roman Catholic

Nationality : Filipino

Language Spoken : English/Tagalog

**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Nursing**

***Batangas State University***

4 years course with Bachelor Degree

**EMPLOYMENT RECORD**

 **Assistant Nurse/ Receptionist**

August 2015 up to present

 Holistic Dental Center L.L.C.

 Abu Dhabi Plaza Tower, Najda St. Abu Dhabi, United Arab Emirates

**Job Description**

* Register new patients according to established office protocol.
* Enter all relevant patient information into data system.
* Schedule patient appointments.
* Answer and manage incoming calls.
* Switch equipment on in the morning and ensure it is switched off again at the end of each working session.
* Ensure that adequate stocks of expendable drugs, materials and instruments are available.
* Ensure all equipment is maintained as per manufacturer instructions and are cleaned appropriately.
* Ensure use of checklists provided which clearly outlines a schedule of daily and weekly tasks.
* Ensure all lab work is checked and available prior to patients’ arrival.
* Assist patient into surgery, settle them in the chair and prepare them for oral treatment.
* Provide patient with personal protective equipment.
* Produce instruments and materials as necessary during treatment.
* Provide chair-side assistance during all dental procedures.
* Develop and file all x-rays, whilst adhering to the relevant safety procedures.
* Maintain a clean environment during surgery.
* Escort the patient after the surgery and when necessary to the reception & waiting area.
* Cleaning and sterilizing all instruments after each patient, adhering to the company policy on cross infection.
* Ensure all clinical waste is disposed off in the appropriate manner compliant with current medical regulations.
* Ensure that all repairs are reported promptly to the Practice Manager.

***Clinical Nurse***

August 2012 up to October, 2014

**Ilagan Eye Clinic**

CNM Bldg. Kap. Ponso St. Bauan, Batangas, Philippines

**Job Description**

* Under the general direction of the medical doctor, performs the overall role of a Clinic Nurse.
* Manage day-to-day operations of the Clinic.
* Maintain optimum standard care for every client, guest supervision and assist with clients need for every appointment.
* Perform initial assessment, check vital signs and health history taking before ocular examination of medical doctor.
* Perform office works duties, quick books accounting and keeping clients record with confidentiality.
* Maintain good conditions of medical equipment necessary for ocular examination.
* Complete assessment of patient and documents in record before consultation with the medical doctor.
* Collaborate with the Physician in specific assessment procedure as needed.
* Assists the doctor in providing patient care.
* Prepares the equipment that the physician needs to use.
* Attends to patients needs before, during and after the appointment.
* Typing of referral and other letters via digital or written dictation.
* Entering urgent/routine referrals on patient records.
* Answering the telephone and dealing with queries from patients and hospitals etc.
* Dealing with the inquiries from patients of all background face to face.
* Keeping track of a doctor’s busy diary, organizing travel arrangement, dealing with patients and visitors.
* Perform quick book accounting and keeping client record with confidentiality.
* Recording office expenditure and managing the budget.
* Assisting in the recruitment of new staff, including training and induction.
* Maintain proper condition of equipment, cleanliness and orderliness in the area.

**TRAININGS/ SEMINAR ATTENDED**

* Basic IV Therapy Training Program
* Ophthalmic Clinic Staff Program Basic Course 2013 PAO Annual Scientific Meeting LASERS, LENSES, LOADING DOSES
* Test Taking Strategies: Analyzing, Synthesizing and Reasoning- enhancing Critical Thinking and Effective Decision Making
* Test Taking Strategies: Analyzing, Synthesizing and Reasoning-enhancing Critical Thinking and Effective Decision Making
* Keeping Your Head Above Water: Handling Tends In Taking Nursing Exams
* Restructuring Mother Nature Through the Hands Of Caring Nurse
* Culturally Diverse Filipino Nurses For Excellent Customer Service
* Data, Action, and Response (DAR) Method Charting
* Assisting People With Special Needs Towards Maximum Independence
* Dementia: The Alzheimer’s Type
* Bedsore Care
* Updates on Health Risk And Health Benefits of Health Worker
* Basic Life Support CPR Training For HealthCare Providers

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