**Sheena**



**Sheena.363955@2freemail.com**

**CAREER OBJECTIVE**

 To seek a position in an institution where I can optimize my knowledge, skills and be given a chance to be part of the company’s growth who considers their human talent as a partner in progress.

**PROFICIENCIES AND KEY SKILLS**

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| * Energetic and positive attitude with profound communication skills both written and verbal
* Proficient in computers (MS Office, Video editing, Moviemaker)
* Able to work in a team
* Good relationship with others
 | * Performs under pressure
* Conceptualizes and organizes various organizational activities
* Resourceful, Creative and Dedicated
* Can work with minimal supervision
* Self-motivated
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| **EDUCATION LEVEL** |
| **2010 - 2011** London School of Accountancy Advanced Programme And Management in Health and Social Care**2004 – 2008** Centro Escolar University Tertiary Level Bachelor of Science in Nursing**2000 – 2004** Canossa College Secondary Level**1994 – 2000** Canossa College Primary Level |
| **EMPLOYMENT HISTORY** |
| Data Management AnalystIMS Health Operations Center Philippines, Inc.Taguig, City July 2015- April 2017* Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality.
* Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information
* Provides formal written communications both internally and externally regarding issue status and resolution
* Works with various IMS internal departments to validate and/or correct database issues and ensures inquiry responses are meeting Client Service Level Agreement Guidelines
* Receives and responds to client data inquiries via remote client access
* Follows the standard escalation process to ensure resolution
* Complete basic data analysis and provides guidance to clients

Staff Nurse Jubail National Dispensary, KSASept 13, 2012 - December 14, 2014* Working mainly as a Pediatric nurse/ER nurse
* Assisting doctor on taking vital signs of the client
* Delivers direct patients care, administers medications as assigned, sterilizes instruments, reviews drug samples to insure they have not exceeded the expiration date, labels samples drugs and perform other duties as assigned.
* Doing inventory of stocks and supplies accordingly
* Suctioning, giving nebulization, vaccination and insulin injection
* Administering oxygen therapy
* Perform patient assessment and nursing diagnosis
* Maintain accurate, detailed reports and records
* Wound dressing
* Dispensing supplies and medication to surgical field

Support Worker Princess Christian Care Center, UKMarch 16, 2010 – December 2011* Working in a challenging behavior unit wherein I work hand on hand with patients suffering from dementia and other cognitive problems, such as depression and bipolar disorder
* Assisting the nurse while giving medications and wound dressing
* Make reports of any incident, progress and deteriorations of our services users on a daily basis for us to regulate a care plan for each and every one
* Maintaining the highest standard of care to our service users whilst maintaining their dignity, by providing them informed choices and independence wherein possible.
* Providing personal care e.g. showering, dressing and toileting, meal preparation, domestic assistance, social support and companionship
* Observe and report changes in clients health and well-being

**Health Care Assistant****Heathside Residential Home, UK****February 19, 2010-December 3,2011*** Ensure that the resident’s personal hygiene is being maintained at all times
* Most of our service users were self-caring however some of them suffer from dementia and short term memory loses
* Aware and sensitive with their feelings and emotions
* Cope and react in different scenarios and handle every case in the most appropriate way
* Ensure that they are always treated with dignity and independence, and wherein they are always provided with informed choices
* Assess the level and type of needs or help they require like for example if they need to be feed or they need assistance on their transfers and met this in the most appropriate way wherein I am making a well and safe environment for myself and for my service users
* Give medication at the right time and arrange appointments for them to visit there doctors or any other services involving there health wherein necessary

Clinical NurseMary’s Assumption Medical Clinic, PhilippinesMay 1, 2008 - January 2010* As a nurse in a clinic, I was the one who attends primary care provider to see patients efficiently and to provide nursing care
* Vital signs, nursing history, basic laboratory procedures and assistance with simple procedures
* Assist the physician by performing simple lab tests such as urine dipsticks
* Handle patient assessment on each shift including frequent vital signs and monitoring
* Weigh patients and take their blood pressure and other vital signs; take patient medical history.
* Administer medications as prescribed by the primary care provider
* Provide patient instruction and educational materials as needed
* Ensure complete and proper documentation of all patient care and instruction in patient medical records.
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| **TRAINING COURSES & SEMINARS** |
| **Basic Life Support (CPR and AED)**NC CLEX Training CenterManilaApril 27, 2015**Documentation in IV Therapy**San Pablo City Medical Center1. I.V Related Update

March 26, 2015**Standard of Professional Care in IV Therapy**San Pablo City Medical Center1. I.V Related Update

March 27, 2015**Infusion Therapy Devices**San Pablo City Medical Center1. I.V Related Update

March 28, 2015**Basic Life Support Training**1. Armed Forces Hospital King Abdulaziz Naval Base
2. September 20, 2012

**Preventing Nosocomial Intravascular Related Device Infection**Association of Nursing Service Administrators of the Philippines, Inc. (ANSAP Inc.)1. I.V Related Update

May 23, 2012**Blood and Blood Components Transfusion**1. Association of Nursing Service Administrators of the Philippines, Inc. (ANSAP Inc.)
2. I.V Related Update
3. May 22, 2012

**Is It Legal or Ethical**1. Association of Nursing Service Administrators of the Philippines, Inc. (ANSAP Inc.)
2. I.V Related Update
3. May 21, 2012

**Adult Basic Life Support Seminar**1. Philippine Heart Center
2. March 10, 2009

**Skills Training in Intravenous Therapy for Nurses**1. Dr. Jose Fabella Memorial Hospital
2. January 27-29, 2009

**Medical Mission**1. Brgy. Del Remedio Central School San Pablo, City
2. Nurse volunteer
3. January 25, 2009
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| **PERSONAL INFORMATION** |
| Age : 30 years oldGender : FemaleLanguage Spoken : Tagalog and EnglishNationality : FilipinoMarital Status : SingleVisa Status : Visit Visa |
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| Available immediately upon request. |