

***RITCHEL***

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OBJECTIVE:

* *To be able to grow professionally in a reputable company and make significant contribution by faithfully executing my job.*
* *To enhance my career in relation with the skills and interests and to learn further new things that will be a great help in preparation for the greater challenges in life.*

***WORK EXPERIENCE***

***PHOTOGRAPHER CUM SALES (August 2015 – April 2017)***

Main Office: France Cluster International City

Dubai, UAE

* *Greet, assist direct customers at the studio and other designated sites.*
* *Respond/Answering customer inquiries.*
* *Promoting business and sell effectively.*
* *Taking photos indoor and outdoor*
* *Editing and retouching images.*
* *Ensure the customer satisfaction of their photos*
* *Dealing with concern clients (working with clients to discuss the images how they require and how they want)*
* *Responsible for setting up the equipment’s.*
* *Make sure to hit the sales target in a day or the entire month.*
* *Maintained sales records for inventory control.*
* *Do some training to new staff as needed by management.*

***DepEd, Valencia District -Bohol, Philippines (January 2014- March 2015)***

***SCHOOL CLERK (District Supervisor)***

* *Maintained an efficient filling system for office*
* *Responsible for relaying messages accurately to supervisor*
* *Effectively interacted with faculty, staff, and students on a daily basis*
* *Maintained and managed school records in an organized manner*
* *Assisted and supported school supervisor in running the school successfully*
* *Prepare the working place 15 minutes before the official time*
* *Received and disbursed official communications properly*
* *Answers telephones, direct calls and take messages*
* *Compile, copy, sort and file records of office activities*
* *Operate office machines, such as photocopies and scanners, printing*
* *Inventory and order materials, supplies, and services*
* *Help organize office activities*
* *Perform data entry*
* *Manage files/folders and compile records*
* *Type and edit correspondence*
* *Act as a receptionist or front desk officer when required*

***Kidz Zone Playhauz - Bohol Philippines (August 2011- August 2013)***

**STORE MANAGER**

* *Responsible for the registration and payment transactions*
* *Watching and safeguarding the children inside the playhouse*
* *Maintenance of playhouse facilities and equipment*
* *Maintain an adequate inventory of playhouse supplies*
* *Response to the public inquiries*
* *Receive, direct, and relay telephone call*
* *Monitor my staffs in their specific work*
* *Calculate my staffs wages and achieve daily targets*

**PROFESSIONAL EXPERIENCE:**

***Leona O Lim Memorial Hospital-Bohol Philippines (December 2009- July 2011)***

***VOLUNTEER NURSE (ER/OPD Department)***

1. *Establishes information about the client*

* *Obtains necessary data including name, age, sex, address, birth date, religion, civil status, etc., in an OPD or admission chart and register into the ER logbook*

*Admission to admission logbook*

* *Collects subjective and objective data regarding patients health history*
* *Take vital signs specially temperature, heart rate, pulse rate, and level of pain if present*
* *Refers patient to the physician of choice or resident on duty*
* *Prepares the patient physical examination maintaining dignity and privacy at all times*

1. *Carry out doctor’s order*

* *Prepare instruments, medications, supplies needed in wound debridement, excision, and suturing*
* *Assist wound debridement, excision, and suturing*
* *Collaborates and coordinates with other health care personnel particularly the medical technologist for the laboratory request, radiologic technologist for the X-ray and other diagnostic request, and dietitian for proper diet.*

1. *Performs specific action to meet desired outcome*
2. *Documents all action taken*
3. *Transports the patient to the room of choice making sure that all orders were carry out*
4. *Audits and replaces drugs and supplies at E-cart at ER*
5. *Responsible for the care and maintenance follow-up of machine/equipment and other hospital property at ER.*

**EDUCATION:**

***SOUTHWESTERN UNIVERSITY- Cebu Philippines***

* ***Bachelor of Science in Nursing – October 2009 (GRADUATED)***

**SKILLS:**

***Interpersonal and Intrapersonal Skills:***

* *Computer literate with proficiency in MS office (Word, Excel, Outlook, PowerPoint)*
* *Possess strong written and verbal communication skills*
* *Ability to handle multi task and meet deadlines*
* *Ability to take initiatives and work under minimal supervision*
* *Highly motivated and trainable*
* *Positive attitude with excellent time management skills*
* *Able to exhibit high level of confidentiality*
* *Excellent Telephone manners and etiquette*
* *Highly organized and can work with high tolerance for pressure and demanding enviorment.*
* *Experienced in Operating and maintenance of Intravenous Devices*
* *Experience in Operating Room, Delivery Room*
* *Knowledgeable in monitoring time charts*
* *Experienced in providing first aid treatments*
* *Deep understanding of nursing theory and practice*
* *Good interfacing skills with patient’s family/relatives*

***TRAININGS:***

* *Student Nurse*
  + *OR/DR- Vicente Sotto Memorial Hospital, Cebu Philippines*
* *Student Nurse*
  + *Emergency Room- Cebu City Medical Center, Cebu Philippines*

*PERSONAL DETAILS*

*Birthday : September 12, 1987*

*Age : 29 years old*

*Sex : Female*

*Marital Status : Single*

*Nationality : Filipino*

*Visa Status : Cancelled Visa*

*Visa Expiry*  ***:***

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