**Jenny** [**Jenny.365328@2freemail.com**](mailto:Jenny.365328@2freemail.com)

**DOB & PLACE**: January 10, 1986

Urdaneta City, Philippines

**Height**: 5’2’’

**Visa Status** :

Residence

**Nationality**:

Filipino

**Language:**

Tagalog, English

***References*** *are furnished upon*

*request*

**Computer Skills**

MS Office and Excel

Applications, Power Point

**Competency Summary**



**Career Aim:**

I am looking for a position that will suit my skills and expertise, a job that will further enhance my professionalism, a job that would allow me to seek career growth.

**Qualification/Skills:**

Willing to be trained and to learn Computer Literate

Multi-skilled and self-motivated

Excellent time management and can work under pressure Detail oriented

**Career History**



**Akwa Agrochem DMCC** **July 2014 to March 2017**

*Dubai, UAE*



**Receptionist / Secretary**



Receive, direct and relay telephone messages and fax messages Give a warm greeting to all people entering the office premises

Sort out and hand over important packages, deliveries, or messages to appropriate departments within the company

Assist in the planning and preparation of meetings, conferences and conference telephone calls

Maintain an adequate inventory of office supplies

Provide clerical and administrative support to the management Document controlling

Data Entry

File and maintain records Assisting the Accountant

General administration duties such as making Local Purchase order, Quotation, Invoice making etc.

Carry out instructions given by the management team and head office

**Montreal Bread Company (Crème De La Crème)** **February 2012 – February 2014**

*Dubai, UAE*



**Food Server / Cashier / Barista**

Provide the costumer a warm welcome with a pleasant smile. Operates POS cash register.

Assist the customer according to what they need.

Conducted cash count before turn-over of cash register to next-in-line-shift. Responsible to take orders.

Received payments from customers.

Providing effective supervision of all food and beverage services Served dishes at tables according to order

Helping one another, work as a team. Maintaining general cleanliness.

Others duties as assigned.

**Don Amadeo J. Perez Sr. Memorial General Hospital (Urdaneta General Hospital) April 2009 – April 2010**

Urdaneta City, Pangasinan, Philippines 2428



**Volunteer Nurse**

Admitting patient unto the ward Gives direct nursing care

Identifies nursing needs patients

Plans, gives and evaluate nursing care

Assist patients in moving, maintaining proper alignment of patient’s body and utilizing good body mechanics

Takes and records vital signs

Observes signs and symptoms, institute remedial action when appropriate Observes and responds to patients emotional spiritual needs

Interprets to the patient and his family their roles in promoting successful therapy and rehabilitation

Join the Physician during rounds and carries out doctor’s legal action

Giving medications intramuscularly, intravenously, sublingually, orally as per doctor’s order

Clinical treatment such as change dressing, removing sutures/clips, cleaning/irrigating wounds etc. administer IV drugs, fluids and feeds

Initiates pre-operative and post-operative nursing responsibilities

Perform ante-partum, post-partum, newborn care and post-mortem care.



**Education**



|  |  |  |  |
| --- | --- | --- | --- |
|  |  | College: |  |
|  |  | Urdaneta City University | **June 2003 – April 2007** |
|  |  | Urdaneta City, Pangasinan, Philippines 2428 |  |
|  |  | Bachelor of Science in Nursing |  |
|  |  | **TRAININGS, SEMINARS & AWARDS** |  |
|  |  | Intravenous Therapy Seminar | 8th July – 10th July, 2009 |
|  |  | Exit Competencies | 2nd March 2007 |
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