**JAMES**

Email: james.369826@2freemail.com

**OBJECTIVE**

Compassionate and highly motivated Registered Nurse with strong organizational and interpersonal skills seeking a responsible position dedicated to provide quality services and staff development.

**PROFESSIONAL EXPERIENCE**

**TANZA OASIS HOTEL AND RESORT,** Tanza, Cavite **- HR Officer cum Company Nurse**

December 18, 2012 – Present

*Duties and Responsibilities as HR Officer:*

* Oversees the human resource database. Ensures that system records are accurately recorded and updated. Sources applicants for various job openings and conduct interviews. Enters new hire information in the human resource system database. Updates and maintains employee’s 201 files. Compensation and benefits administration and record keeping. Ensures that payroll functions are performed in accordance with established policies and procedures. Computes and records payroll data as scheduled. In charged with the screening and orientation of trainees and students for their on the job training. Type and post letters and memos as needed. Coordinates with every department as required. Answers questions and provides assistance. Maintains office supplies inventory by checking stock to anticipate needed supplies.

*Duties and Responsibilities as Company Nurse:*

* Assess and provide first aid to the guests and employees. Dispense over the counter medicine with appropriate health teachings. Transport patient to the hospital for further management if necessary. Provide referral for pre-employment medical examination. Screen all medical results prior to employment. Proper documentations of all nursing actions. Maintains medical supplies inventory by checking stock to anticipate needed supplies.

**LAGUNA HOLY FAMILY HOSPITAL**, Sta. Cruz, Laguna - **Nurse 1**

March 2012 – September 2012

*Areas Rotated:* ER, General ward, Operating Room, ICU and Dialysis Unit

**RNHEALS** (Registered Nurse for Health Enhancement and Local Service) by DOH

February 2011 – February 2012

*Areas Assigned:* Nagcarlan District Hospital and Liliw Rural Health Unit

**PANLALAWIGAN PAGAMUTAN NG LAGUNA,** San Pablo City, Laguna - **Apprentice Nurse**

July 2010 – December 2010

*Areas Rotated*: Medical ward, Surgery ward, Pediatric ward, OB ward, Pay ward, NICU, DR, OR, Recovery Room, ER, Medical Out Patient Department.

**NAGCARLAN DISTRICT HOSPITAL**, Nagcarlan, Laguna - **Volunteer Nurse**

September 2009 – March 2010

*Areas Rotated:* Pediatric ward, OB ward, Male and Female Ward, Isolation ward, ER, DR, OR and Out Patient Department

***Job Description:***

* Responsible for safety, treatment and recovery of ill and injured people, health maintenance and treatment of life-threatening emergencies in various health care situations. Assess, plan, develop, implement and evaluate actions to promote health and well-being of the patient. Identifies patient care requirements by establishing personal rapport with the patients and significant others. Accompanying doctors during patient’s rounds and carrying out orders accordingly. Proper and accurate documentation of all patient care rendered. Maintains stability among nursing teams by documenting and communicating actions and continuing needs of the patient. In-charged with the medicine administration and other forms of treatment prescribed by physicians. Maintains nursing supplies inventory by checking stock to anticipate needed supplies. Maintains patient and protects operations by keeping information confidential.

**LICENSES**

* **Philippine Registered Nurse (RN)/** Passed: July 2009**/** License # 0565803/ Validity: September 1, 2018
* **Intravenous Therapy Nurse**/ Certified: November 2009/ Card # 09-052193/ Validity: December 23, 2018
* **Advance Cardiac Life Support (ACLS)/** Validity: March 20, 2018
* **Basic Life Support** **(BLS)/** Validity: March 20, 2018

**TRAININGS AND SEMINARS ATTENDED**

## IVT Refresher Course: Managing Pitfalls on Intravenous Therapy, April 7, 2016

## IVT Refresher Course: IV Fluid Therapy for Patient with Dengue Classification, April 1, 2016

## IVT Refresher Course: Pain Management in Cancer, March 31, 2016

## BLS, ACLS & ECG Reading Interpretation, March 28-29, 2016

## Standard First Aid and BLS-CPR Training by Red Cross Cavite Chapter, August 12-17, 2013

## IVT Refresher Course: Understanding Parenteral Drug Administration, November 25, 2011

## Forum on Common Childhood Neurologic Problems, August 28, 2011

## IVT Refresher Course: Dosage and Calculation, June 15, 2011

## IVT Refresher Course: Chemotherapy, June 8, 2011

## 8th Philippine Nursing Opportunities, Conference and Expo, February 18 – 19, 2011

## Community - Centered Postgraduate Courses: Review and Updates in Neurology, October 9, 2010

## Post Graduate Course: E.R. On Call, September 24, 2010

## Intravenous Therapy Training (IVT), November 9 – 12, 2009

**EDUCATON**

*Tertiary*2009 **Dr. Carlos S. Lanting College**, Tandang Sora Avenue, Quezon City

 Bachelor of Science in Nursing

*Vocational* 2006 **Southern Luzon Polytechnic College**, Lucban, Quezon

 Certificate in Health Aide

 Academic Scholar 2005

*Secondary* 2003 **Christian School of Liliw, Inc,**

 Salutatorian

 Leadership Award: *Student Body Organization President S.Y. 2002-2003*

 Leadership Award: *Citizen Advancement Training Battalion Commander 2002-2003*

*Primary* 1999**Pag – Asa Elementary School**, Liliw, Laguna

 3rd Honorable Mention

**AFFILIATIONS**

* Philippine Nurse Association, Inc. (PNA) # 2016-036803/ Validity: December 31, 2016
* Philippine National Red Cross Galloners Club 2013

 *I hereby certify that the above information is true and correct base on my belief and knowledge. ­­­­*

***JAMES***