Mary



Mary.372011@2freemail.com

CAREER OBJECTIVE:

A highly motivated Registered Nurse looking for a full time nursing position or any medical related position in your institution where I may be able to employ my skills in providing direct nursing care, clients management and making the most of compassionate personality to truly make a comfortable environment for patients and or clients. A Facility and team that will enable me to utilize my clinical skills, medical staff abilities communication capability and interest in working with people and allow me to gain experience, knowledge and to grow professionally as well as my interpersonal skills to provide excellent client service.

**PERSONAL INFORMATION:**

**Date of Birth:** August 7, 1993  **Place of Birth:** Manila

**Age**: 24  **Position Desired:** Nurse/Any Medical related vacancy

**Nickname:** MJ  **Gender:** Female

**Religion:** Christian

EDUCATIONAL ATTAINMENT:

Tertiary Education:

 Degree: Bachelor of Science in Nursing

 School: Lyceum of the Philippines University St. Cabrini College of Allied Medicine,Inc

 Address: Km. 54 Philippine Highway, Makiling, Calamba City, Laguna

 School Year: 2013-2014

Secondary Education:

 School: Christian College of Tanauan

 Address: J.V. Pagaspas St., Poblacion, TanauanCity, Batangas

 School Year: 2009-2010

Elementary School:

 School:MalakingPulo Elementary School

 Address: Brgy. MalakingPulo, Tanauan City, Batangas

 School Year: 2005-2006

**CORE QUALIFICATIONS:**

* Compassionate and understanding of patient needs and complaints
* Passionate and energetic.
* Excellent teamwork skills needed to work with doctors and other nurses
* Proficient in computer programs used in chart keeping
* Understanding of all confidentiality regulations and privacy codes
* Great communication skills with patients and families
* Extremely thorough in charting
* Exceptional time management, planning and prioritizing skills
* Good in Critical Decision Making
* Attentive and very approachable

COMMUNICATION SKILLS:

* TOEIC Score (700) under the Basic Working Proficiency.
* Good communicator – Mature, patient, responsible and positive attitude.

**WORK EXPERIENCE:**

• **Staff Nurse / Medical Health Insurance Coder Coordinator**

 Al Oraibi Hospital

 December 2015 – Present

**Roles:** Assess patients’ condition in Emergency Department by thoroughly going through their records and medical histories, interview the patient to determine complaints and take notes to add to their records, check patient’s insurances issues, establish treatment plans after assessing patient conditions and ruling out aversion or allergies to medication,

follows the doctors order for the certain patient, ascertain that a clean and sanitized environment is maintained for patients by adhering to infection control procedures in the area assigned, document patient care services by making sure that all medications, conditions, responses and observations are properly recorded.

**As Insurance Coordinator**

**Roles:** Accountable for insurance verification, claims, including ICD coding, obtaining proper notifications and authorizations to ensure coverage of patients’ medications, collaborating with the hospital insurance department, managers and doctors to determine health coverage or benefits for clients, coordinates the medication distribution process by reviewing clinical information, processing electronic claims, obtaining prior authorization, and tracking previous services done to patients. Provides claims reports on a daily and monthly basis to office manager and team and create, organize, and maintain client documents and files

 • **Staff Nurse**

 TUY General Hospital

Batangas City, Philippines

 September 2014 - November 2015

**Roles:** Attending the patients in the Emergency Room, giving appropriate aide and assisting the resident doctor in the Emergency Room. Attending the patient needs in the Medical-Surgical Ward, giving the bedside care, administering medication to the patient, assisting the doctor during the rounds and giving the appropriate care to the patient.

 • **Private Nurse**

 One Rockwell Makati

 March 2014 – August 2014

 **Roles:** Attending and giving the appropriate care of the patient 24/7.

SEMINARS/TRAININGS ATTENDED:

March 2015 Nursing Intravenous Therapy Training

**January 2014** Jurisprudence

**January 2014** Emergency Nursing

March 2013 HIV-AIDS Awareness 2013

July 2013 Leprosy Awareness

August 2012 Psychiatric in Nursing

-Therapeutic Communication

PROFESSIONAL ORGANIZATIONS/MEMBERSHIPS:

## **2015-Present** Association of Nursing Service Administrators of the Philippines

2014- Present Philippine Nurses Association, Inc.

2013- Present Philippine Mental Health Association Lipa - Batangas

Chapter, Lipa City, Philippines.

2013- Present Philippines Red Cross Association

-National Field Representative Disaster ManagementService