**Madel**

To pursue my career with an organization that will utilize my management, supervision & administrative skills to benefit mutual growth and success. madelmdano@gmail.com

**Contact Information**

**Email:** [madel.380759@2freemail.com](mailto:madel.380759@2freemail.com)

**EXPERIENCE**

**AREA LEADER/TEAM LEADER** **JULY 2014 – MARCH 2018**

**Location:** QUEZON CITY.PHILIPPINES

**Company Industry:** ADVERTISING/MARKETING

* Manages and leads a team of employees.
* Communicates company goals, safety practices, and deadlines to team.
* Motivates team members and assesses performance.
* Provides help to management, including hiring and training, and keeps management updated on team performance.
* Communicate with customers, employees, and others to answer questions, address complaints, explain information, and take orders.
* Operates office machinery, including photocopiers, scanners, telephone and voicemail systems, and computers
* Maintains updated systems for filing, inventory, mailing, and databases
* Handles incoming and outgoing office correspondence
* Compiles and maintain records of office activities and business transactions
* Types, formats, proofreads and edits documents from notes or dictation
* Prepares meeting agendas; attends meetings to take notes and write minutes
* Manages work schedules, calendars, and appointments
* Obtains information to respond to requests by reviewing files, documents, and records
* Takes inventory and order materials, supplies, and services as needed
* Performs basic bookkeeping and banking transactions, including the collection, counting, and disbursement of money
* Prepares and mail bills, invoices, checks, and contracts.

**NURSE – MEDICAL WARD MAY 2013- DEC 2013**

E AND R HOSPITAL AND PHARMACY

**Location:** PHILIPPINES

**Company Industry:** HEALTHCARE

* Completes patient assessments and triage, record patient histories, symptoms and observations.
* Establishes and implements nursing care plans for each patient through assessment, development, activation and evaluation.
* Participates in patient case conferences and rounds.
* Performs nursing care following prescribed rules, policies, protocol and procedures.
* Identifies problems, assist in data gathering, propose solutions and participates in evaluation of quality assurance issues.
* Works with patient and their families to provide in-hospital and after-hospital follow-up through teaching and referral.
* Participates in non-clinical assignments, which may include maintaining records, preparing reports and/or serving on special committees.
* Maintains records and prepares reports.
* Operates a variety of medical machinery and equipment.

**SECRETARY** **APRIL 2009 – MARCH 2013**

BFD SERVICES

**Location:** PHILIPPINES

**Company Industry:** CONTRACTING COMPANY

* Communicates with customers, employees, and others to answer questions, address complaints, explain information, and take orders.
* Operates office machinery, including photocopiers, scanners, telephone and voicemail systems, and computers.
* Maintains updated systems for filing, inventory, mailing, and databases
* Handles incoming and outgoing office correspondence
* Compiles and maintains records of office activities and business transactions
* Types, formats, proofreads and edits documents from notes or dictation
* Prepares meeting agendas; attends meetings to take notes and write minutes
* Manages work schedules, calendars, and appointments
* Obtains information to respond to requests by reviewing files, documents, and records
* Takes inventory and order materials, supplies, and services as needed
* Performs basic bookkeeping and banking transactions, including the collection, counting, and disbursement of money
* Prepares and mail bills, invoices, checks, and contracts.
* Maintains payroll information by collecting, calculating, and entering data.
* Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
* Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.

**EDUCATION**

**BACHELOR OF SCIENCE IN NURSING** at LYCEUM OF ILIGAN FOUNDATION INC.

**Location:** Philippines [MARCH 2009]

**OTHER QUALITIES:**

Registered nurse in the Philippines;

Proficient in both oral and written English; well versed in Microsoft applications (Word, Excel, PowerPoint, Outlook, etc.).

**PERSONAL INFORMATION**

Birth Date: 3 March 1987

Nationality: Filipino

Gender: Female

Marital Status: Single

Visa Status: Visit