

ANDREA, RN

Andrea.383730@2freemail.com

##### PERSONAL PARTICULARS

**Date of Birth:**December 10, 1991

**Civil Status:** Single

**Nationality:**Filipino

**Language/Dialect:** English, Filipino, Chavacano

**Special Skills:**IT Skills, Proficient in using the Microsoft Office (Microsoft Word, Excel and Powerpoint)

**EDUCATIONAL BACKGROUND**

**BACHELOR OF SCIENCE IN NURSING**

*(School Years 2008-2012)*

**Western Mindanao State University**

Normal Road, Baliwasan, Zamboanga City, Zamboanga Del Sur 7000, Philippines

**LICENSES/CERTIFICATIONS**

**NURSE LICENSURE EXAMINATION**

*June 30 – July 1, 2012*

**Registration No.:** 0781306

**Valid Until** December 10, 2019

**PHARMACY BENEFIT MANAGEMENT TECHNICIAN CERTIFICATION**

September 28, 2016

##### PROFESSIONAL EXPERIENCE

**JANUARY 01, 2018 to DENTAL NURSE/ATTENDANT (PART TIME)**

**AUGUST 31, 2018** California Dental Clinic

 Office 1003 Buhairah Corniche,

 Crystal Plaza Tower,

 Sharjah, United Arab Emirates

**Job Description:**

1. Prepares treatment room for patient by following prescribed procedures and protocols.
2. Prepares patient for dental treatment by welcoming, comforting, seating, and draping patient.
3. Provides information to patients by answering questions and requests.
4. Provides instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments.
5. Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
6. Provides diagnostic information by exposing and developing radiographic studies; pouring, trimming, and polishing study casts.
7. Maintains patient appearance and ability to masticate by fabricating temporary restorations; cleaning and polishing removable appliances.
8. Maintains patient confidence and protects operations by keeping information confidential.
9. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
10. Protects patients and employees by adhering to infection-control policies and protocols.
11. Ensures operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
12. Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
13. Conserves dental resources by using equipment and supplies as needed to accomplish job results.
14. Contributes to team effort by accomplishing related results as needed.

**SEPTEMBER 21, 2016 to PHARMACY TECHNICIAN**

**JULY 15, 2017** 7/F-9/F Calyx Centre,

Cebu IT Park, Apas,

Cebu City, Philippines 6000

**Job Description:**

1. Under the supervision of a pharmacist, perform daily handling of ongoing pharmacy benefit telephone calls for members, pharmacy providers and physicians.
2. Troubleshoot third-party prescription claims questions with an understanding of online rejections and plan parameters.
3. Develop and maintain an electronic service log of all telephone calls with complete follow-up history.
4. Develop a trending report on the aforementioned service calls with an eye toward forecasting possible trends in pharmacy service.
5. Provide as-needed telephone and administrative support for the department.

**DECEMBER 01, 2013 to DENTAL NURSE/ATTENDANT**

**MAY 31, 2016** Dra. Marie Ann M. Ramos Dental Clinic

158 Canelar Street, Domantay Drive,

Zamboanga City, Philippines 7000

**Job Description:**

1. Assists patient into surgery and prepares them for treatment.
2. Prepares instruments and materials as necessary during treatment.
3. Provides chair-side assistance during all dental procedures.
4. Ensures all lab works are checked and available prior to patient’s arrival.
5. Maintains a clean environment during surgery.
6. Cleans and sterilizes all instruments after each patient, adhering to the policy on cross infection.
7. Ensures all clinical wastes are disposed off in the appropriate manner compliant with current medical regulations.
8. Ensures all equipment is maintained as per manufacturer’s instructions and is cleaned appropriately.
9. Ensures that adequate stocks of expendable drugs, materials and instruments are available.
10. Answers questions and requests; referring inquiries regarding insurance policies.

**APRIL 01, 2013 to OPERATING ROOM (OR) VOLUNTEER NURSE**

**AUGUST 31, 2013** Zamboanga City Medical Center

 (Level III, 500 bed capacity)

 Dr. D. Evangelista Street, Sta. Catalina,

 Zamboanga City, Philippines 7000

**Job Description:**

1. Assists in all general nursing activities of the Operating Room.
2. Gives direct care to patients to meet their physical and psychological needs.
3. Acts as scrub assistant or circulating assistant during operation.
4. Assists in the care and handling of surgical supplies and equipment.
5. Assists in carrying out aseptic techniques and sterilization procedures in surgical operations.
6. Sets up operating room with instruments and supplies which vary according to type of operation.
7. Observes patient during surgical procedures for conditions such as hemorrhages and furnishes emergency equipment and supplies which prevent fatalities and keeps contaminated instruments and supplies in a safe manner to prevent spread of infection.
8. Adjusts operating table and prepares necessary device required.
9. Prepares operative area with sterilized linens and draping of patient.
10. Preserves and labels operative specimens for laboratory analysis.
11. Observes progress of surgery and providing additional instruments, supplies and other items as needed.

##### SEMINAR/S ATTENDED

**REGULAR IV TRAINING PROGRAM**

Accredited by Association of Nursing Service Administrations of the Philippines, Inc. (ANSAP)

 March 06-08, 2013

 Ciudad Medical Center, Conference Hall

 Nuñez Extension, Zamboanga City

**CORE New Hire Training**

 October 11-14, 2016

7/F-9/F Calyx Centre,

Cebu IT Park, Apas, Cebu City

**Prior Authorization OGS Fax and Phone Upskill**

 November 11, 2016

7/F-9/F Calyx Centre,

Cebu IT Park, Apas, Cebu City