**Gulfjobseeker.com CV No:** **5028**

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Applying for Admin – Receptionist – Nurse Assistant

* A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.
* Currently looking for a suitable position with a reputable and ambitious company

Strengths

|  |  |
| --- | --- |
| * Office Organization & Administration
* Telephone & Front Office Reception
* Organization & coordination skills
* Excellent ability to multi-task
 | * Perform efficiently under work pressure
* Filing & Data Entry
* Detail oriented - committed to

excellence |

Qualification

**PASSED** – Philippines Nurses Licensure Examination

 December 2006

**MEMBER** – Philippine Nurses Association

 Batangas - Chapter

Career Snapshot

Reliever Nurse/Medical Secretary August 6, 2013 up to April 25, 2014

N.L. Villa Memorial Medical Center

Staff Nurse July 3, 2006 up to May 10, 2012

Santo Tomas General Hospital

Capabilities

Administrative Assistant

* Served as executive assistant to the management team, handled a busy phone system, functioned as primary liaison to customers and ensured a consistently positive customer experience.
* Excelled in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
* Operate a range of office machines such as photocopiers, computers and faxes.
* Answer telephone enquiries from customer, attend visitors and assist others staff in the organization with their enquiries.
* Managing the day to day operations of the office.

**Receptionist**

* Demonstrated proficiencies in telephone and front-desk reception within a high-volume environment. Calmed upset/angry customer, research and rapidly solved problems and rebuilt client trust to prevent the loss of key accounts.
* Meeting and greeting clients and visitors to the office.
* Typing documents and distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Handling incoming / outgoing calls, correspondence and filing. Faxing, printing, photocopying, filing and scanning
* Monitoring inventory, office stock and ordering supplies as necessary.
* Updating & maintain the holiday, absence and training records of staff.
* Creating and modifying documents using Microsoft Office.

Proven Job Role

**Medical Secretary / Staff Nurse**

* Maintained clinic scheduling and event calendars.
* Received telephone call and relay information to the doctors.
* Purchase any medical materials that are needed in particular ward**.**
* Set up and handled incoming mail and office filing systems.
* Collected and coordinated the flow of internal and external information.
* Responding quickly and effectively to episodes of verbal and/or physical aggression.
* Taking a patient’s pulse, blood pressure and temperature, also observing and recording the conditions of the patients.
* Ensuring that the care plan are implemented and evaluated on a regular basis for every

patient.

* Managing family planning and health clinics in partnership with other healthcare teams.
* Serves as registered nurse (RN) in the Medical Ward. Actively participates in the development and implementation of individual treatment plans for patients with broad range of health issues.
* Serves as registered nurse (RN) in the Medical Ward. Actively participates in the development and implementation of individual treatment plans for patients with broad range of health issues.
* Ensures that doctor’s orders are effectively carried out, including testing, medical procedures, consultations, stat orders and proper medications.
* Responsible for verifying consent of operation; patients’ preparation; coordinate with the other staff.
* Ensure the safe functioning of the equipment such as; availability of supplies and instrument upon the procedure and monitor aseptic and non-aseptic practice to avoid break in techniques during and at the end of the operations.

Trainings and Seminars Attended

November 26, 2012

Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS)

May 26-28 2008

Three- Day Basic IV Therapy Training Program

DMMC Skills Laboratory

March 20, 2010

Paradigm Shift from Professional Nursing Practice in caring Entrepreneurship
Freedom Hall SHL Building Lyceum of the Phil. University, Batangas City

Computer Skills

* MS Office Suite (Word, Excel, Outlook), Internet & E-mail Applications

Personal Details

Nationality: Filipino

Date of Birth: July 18, 1983

Marital Status: Married

Visa Status: Visit Visa

Languages: English / Tagalog