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**Curriculum Vitae**

**PROFILE**

Dynamic and dependable person. Efficient in handling multiple tasks and projects simultaneously.  Able to work with minimal supervision and as a cooperative team member. Currently in the hunt for a job where I can enhance my values and attitude towards any responsibility that I will undertake, develop my talents and skills for continuous career improvement and excel in every way to tap my potentials, making a highly competent, assertive, productive and creative individual.

**PERSONAL DATA**

**Date of Birth:** May 18, 1987

**Place of Birth:** San Fernando City of Pampanga

**Age:** 27 yrs. old

**Civil Status:** Married

**Height:** 5’9 ½”

**Weight:** 75 kg

**EDUCATION BACKGROUND**

**Elementary:**

MACABEBE CENTRAL SCHOOL, Macabebe Pampanga

*(1993-1999)*

**High School:**

SAINT NICHOLS ACADEMY, Macabebe Pampanga

(*1999-2003)*

**College:**

OUR LADY OF FATIMA UNIVERSITY, Valenzuela City Metro Manila

*(2003-2008)*

**WORKING EXPERIENCES**

**Sales Representative**, ACQUIRE ASIA PACIFIC PHILIPPINES.

July 2012 – July 2014

**Marketing Associate**, PACIFICHUB CORP.

June 2010 – June 2012

**NURSE 1**: Bureau of Corrections New Bilibid Prison Hospital

April 2008 – May 2010

**JOB DESCRIPTION**

**For Sales Representative and Marketing Associate:**

Relationship building;

Researching the market and related products;

Presenting the product or service in a structured professional way.

Listening to customer requirements and presenting appropriately to make a SALE

Maintaining and developing relationships with existing customers in person and via telephone calls and emails;

Cold calling to arrange meetings with potential customers to prospect for new business;

Responding to incoming email and phone enquiries;

Acting as a contact between a company and its existing and potential markets;

Negotiating the terms of an agreement and closing sales;

Gathering market and customer information;

Negotiating on price, costs, delivery and specifications with buyers and managers;

Challenging any objections with a view to getting the customer [TO](http://www.prospects.ac.uk/sales_executive_job_description.htm) BUY

Advising on forthcoming product developments and discussing special promotions;

Creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer;

Liaising with suppliers to check the progress of existing orders;

Checking the quantities of goods on display and in STOCK

Recording sales and order information and sending copies to the sales office, or entering figures into a computer system;

Reviewing your own sales performance, aiming to meet or exceed targets;

Gaining a clear understanding of customers' businesses and requirements;

Making accurate, rapid cost calculations and providing customers with quotations;

Feeding future buying trends back to employers;

Attending team meeting and sharing best practice with colleagues

**For Nurse 1 Position**

Organizational Relationship

Reports to: The concerned Head Nurse / Charge Nurse

Responsible for: Nurse II, Nurse Assistant

Liaises with: All members of the interdisciplinary team

Job Summary

Provides direct nursing care to assigned patients or inmates using the nursing process.

Provides patients education, counseling, psychological assessments to inmates and mentoring of other nursing staff and nurse assistants.

Duties and Responsibilities

Take an evidence – based approach to the assessment, planning, implementation, and evaluation of patient care.

Responsible for the planning of nursing care, its implementation, evaluation, and amendment, as appropriate.

Demonstrate effective communication in the work place.

Act as protector for other nurses, staff, visitors, guest and inmates

Responsible to the department Head Nurse or Charge Nurse for the safe administration and management of medications.

Coordinate inmates care to enable safe escorting of inmates.

Act as professional role model and mentor to other staff and nurses.

Lead in quality improvement and facilitating change when appropriate.

Lead in an evidence – based approach to practice.

Participates in teaching, promotes a culturally and religiously congruent.

Contribute to the professional development of peers, colleagues, staff, nurses, and inmates.

Fulfill the mandatory education requirement.

Provide health education to the inmates and their families.

Complete annual updates of generic and unit specific competency.

Follow hospital policies and procedures.

Perform other applicable task and duties assigned with the realm of the employee’s knowledge and abilities.