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Krista

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**CAREER OBJECTIVE**:

To become a part of an organization where I can use my knowledge and experience to help the organization meet and surpass its goals. To seek an opportunity that will contribute for my professional and personal growth.

**PROFILE:**

Hardworking and can easily adapt to change of environment and work schedule. I am a resourceful problem solver capable of implementing solutions to complex problems. I have an excellent time management skills and is able to meet deadlines. I can work under pressure and can handle tough situations. I give full commitment to work that will be given to me. I am trustworthy and honest. I am a team player and easy to work with. I know how to prioritize work base on importance.

**CAREER HISTORY**

**June 3, 2013 – May 22, 2015**

* **TRANSACTION/ BILLING ANALYST**

**Reputed Firm**

**Duties and Responsibilities**

* Main responsibility is to issue correct and accurate bill to a certain customer through the use of internet.
* Fix customer’s readings by using two kinds of application which are Meter Data Management (MDM) and CCB which are part of ORACLE system.
* Usually completes 100 or more transactions per day depending on the scenario or type of accounts that were assigned to me.
* Do capacity planning.
* Sends email to Subject Matter Experts (SMEs) on Baltimore for queries and concerns regarding the accounts that were assigned to me.
* Create an innovation idea that will contribute to the continued success of the company.
* Meet targets for different metrics such as Productivity, Utilization and Quality to ensure that clients’ needs are met.
* Attend monthly brownbag sessions and performance improvement trainings.

**March 4, 2013 to May 24, 2013**

* **SALES REPRESENTATIVE**

**NE EMPORIA**

**NE Pacific Mall, Cabanatuan City, Philippines**

**Duties and Responsibilities**

* Assists customers in locating merchandise and answering a variety of questions concerning general merchandise; demonstrates use of merchandise upon request.
* Stocks shelves, counters or tables with merchandise; keeps merchandise orderly and neat in appearance.
* Totals prices and tax on merchandise selected by customer using paper and pencil, cash register or adding machine; accepts payment following established procedures for different types of transactions; makes change; issues sales receipt; calculates discounts when appropriate e.
* Counts and balances cash register and receipts.
* Stamps or attaches price tags on merchandise and checks tagged prices to verify accuracy referring to price list.
* Checks inventory periodically to obtain reorder information to replenish stock; informs designated staff member of needs or places orders with outside sales representative within established limits.
* Checks inventory listing with actual inventory on shelf and reports discrepancies to supervisor.
* Sets up promotional displays; makes signs or arranges merchandise on counters or tables to promote sales.
* Cleans shelves, counters or tables.

**March 1, 2012 to February 28, 2013**

* **COMMUNITY HEALTH NURSE**

**Registered Nurses for Health Enhancement and Local Service (RNHeals) Batch III**

**Department of Health**

**San Fernando, Pampanga, Philippines**

**Duties and Responsibilities**

* Monthly Expanded Program on Immunization (EPI) for infants and children.
* Administer Vitamin A for children as scheduled.
* Provide prenatal care, monitor vital signs and monitor progress of pregnancy of pregnant women in assigned areas especially those with high-risk pregnancy.
* Conduct health education to families.
* Administer flu vaccine to senior citizens as scheduled.
* Implement different programs of the Department of Health.
* Ensures that health records of people in the community are properly updated.
* Submit monthly report of vaccination, pregnant women, and people with communicable diseases, mortality and morbidity in assigned areas.
* Conduct health education regarding Family Planning to families in the community.
* Report cases to Department of Health if it is a threat to public safety.
* Participate in Feeding Program for underweight and malnourished children.
* Assist in childbirth and provide newborn care.

**November 27, 2011 – February 12, 2012**

* **SALES ASSISTANT**

**ROBINSON’S DEPARTMENT STORE**

**Maharlika Highway, Cabanatuan City, Philippines**

**Duties and Responsibilities**

* Greeting customers who enter the shop.
* Be involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Dealing with customer refunds.
* Keeping the store tidy and clean, this includes hovering and mopping.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Attaching price tags to merchandise on the shop floor.
* Responsible for security within the store and being on the look out for shoplifters and fraudulent credit cards.
* Keeping up to date with special promotions and putting up displays.

**August 7, 2011 – November 20, 2011**

* **NURSE TRAINEE**

**Dr. Paulino J. Garcia Memorial Research and Medical Center Talavera Extension Hospital**

**Talavera, Nueva Ecija, Philippines**

**Duties and Responsibilities**

* Functions as Emergency Room and Medical Nurse

1. Takes and records patient’s vital signs.
2. Observe signs and symptoms, institute remedial action when appropriate and records in chart as well as report any observation to the Physician and carry out Doctor’s order.
3. Performs irrigation, catheterization, suctioning and giving enemas.

* Promotes comprehensive nursing care to patients and implements health care programs;
* Gives nursing care,checks and records vital signs
* Reviewing patient’s history and prescription, carrying out patient treatment programs necessary evaluation procedures of patient progress, makes necessary notes on chart such as endorsement, shift and discharge notes and commitments.
* Assess patient progression and alter treatment plan as needed
* Promote and safeguard the interests and well being of patients
* Maintain and improve professional knowledge and competence
* Works in collaborate and cooperative manner with the health care professional and other involved in providing care
* Recognize and respect the uniqueness and dignity of each patient and respond to their needs of care, irrespective of their ethnic origin, religious belief and personal attributes
* Set needs for patients examination;
* Explain to patients the procedure they will undergo;
* Assists the physician during patient/client’s examination;
* Administers oral and intramuscular medications.
* Gives tube feeding, bet bath, bathing and basic exercise;
* Assists old patients to walk;
* Promotes general preventive measures in the identification and control of the diseases;
* Participates and implements on the different phases of health programs;
* Keep records of all work accomplished and make significant filing;
* Gives pre-discharge instructions to the patient and his family regarding take home medication, proper nutrition and exercise the importance of follow-up check up

**EDUCATIONAL BACKGROUND**

**TERTIARY Bachelor of Science in Nursing**

Wesleyan University – Philippines

Mabini Extension, Cabanatuan City, Philippines

2007 – 2011

**SECONDARY Talavera National High School**

Talavera, Nueva Ecija, Philippines

2003 – 2007

**PRIMARY Talavera Central School**

Talavera, Nueva Ecija, Philippines

1997 – 2003

**TECHNICAL SKILLS:**

* Proficient in the use of: MS-Office (Word / Excel / PowerPoint)
* Can operate office equipments such as Printer, Scanner, Fax and Photocopying machines

## PERSONAL PROFILE

Citizenship : Filipino

Age : 24 years old

Marital Status : Single

Date of Birth : December 26, 1990

Height : 5’

Languages Spoken : English/Tagalog