**Ms. Felria**

1. [Felria.382944@2freemail.com](mailto:Felria.382944@2freemail.com)

**RECEPTIONIST / STAFF ASSISTANT**

A quick learner and dynamic individual with depth skills in costumer services. To provide a point of contact for patients and act as a focal point of communication between patients, doctors and other medical staff.



**PERSONAL INFORMATION:**

Age: 30 years old

Date of Birth: 12 July 1986

Gender: Female

Civil status: Single

Nationality: Filipino

Visa Type: Tourist Visa

Visa Expiry: 15 Nov 2018

Joining Date: **Can join immediately**

**EDUCATIONAL BACKGROUND:**

**BS in NURSING**

Christ the King College Magsaysay Blvd., Calbayog City

W. Samar, Philippines June 2004 – May 2008

**CERTIFICATIONS:**

Standard First Aid (2013-2015) BLS-CPR Training for Health Care Provider (2013-2014)

Caregiver Training Program (Dec. 17, 2015)

Care Giver Training Program 2016

June 3, 2013- July 25, 2018

**PRIVATE DUTY NURSE**

Al Rashidiya, Dubai, UAE.

Adequate medical assessment and history is taken in collaboration with other members of the Health Care Providers.



Day to day Patient interaction



Morning Care

-Bed Bathing

-Oral and Personal hygiene care.

-Elimination



Vital sign's monitor, observes, evaluates and documentations.



Monitor Blood Sugar level.



Administer medications safely.



Administer nebulizer treatment.



Inserting Urethral Catheterization if necessarily.



Weaning Oxygen, close observations of Patient oxygen saturation, respiratory rate and Patient mental status.



Inserting IVF if necessarily with Doctors order.



Tracheostomy Tube Care and PEG Tube Care and Management.



Maintain skin integrity, prevent bed sores.



Providing range of motion exercises, changing positions every 2hrs.



Maintain equipment's and medical supplies always ready, available and in good condition as direct.



Alterations are observe, treatment and remedies are to be perform accordingly.



Documenting of Patient condition and pointing out significant changes to be report to the Physician and to the family members. Follow-up and update accordingly.



In case of emergency situations, application of independent emergency procedures is recommend.



Maintain high clinical standards and high level of quality care delivery.



Maintain safe environment in the area or unit.

August 2012-January 2013

**MEDICAL RECEPTIONIST/ASSISTANT**

Manila, PHILIPPINES



Serves as the contact person and front-liner in relation to customer reception

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and the provision of information needed by customers and other hospital guests.



Handling clients schedule and coordination, ensuring that clients are very well administered and supervised.



Welcome guests and greet people who visit the facility.



Coordinate front-desk activities, including distributing correspondence and redirecting phone calls.



Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.



Ensures availability of treatment information by filing and retrieving patient records.



Protects patients' rights by maintaining the confidentiality of personal and financial information.



Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area.



Provide basic and accurate information in-person and via phone/email.



Receive, sort and distribute daily mail/deliveries.



Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).



Performs other related duties as may be assigned from time to time.

May 10, 2009- February 2, 2012

**STAFF NURSE**

Calbayog District Hospital, PHILIPPINES.



Caring for general well-being of a Patient's.



Provide comprehensive nursing care to all newly admitted Patient's. Laboratory works and results are in the Patient's files. Report any abnormal changes to the attending physician or surgeon. Prepare Patients for any examinations.



Monitoring vital sign's and close observation of patient conditions.



Assists doctor's rounds and orders.



Make accurate records and reports.



Proper administration of medicines, orally, intramuscularly intravenously.



Monitor patient receiving NGT, side drips medication.



Immediate care of Pre and Post Surgery.



Perform procedures and interventions related to deliveries and new born care. Conduct an assessment and health education based on the history of specific patient.



*I hereby certify that the above information are true and correct to my knowledge and belief.*

**FELRIA**