

Awards and Recognition

- Change and Innovation Award [REDACTED]
- Nursing Service Award During Pandemic [REDACTED]
- Top Performance Award [REDACTED]
- Top Performer Award [REDACTED]
- Outstanding Leadership Award [REDACTED]

Skills and Interests

Nursing Skills: Research, IVT Trained, ICU Trained Nurse, NGT Feeding, Ileostomy Feeding, Ventilator Machine Operations, ECG Machines, Defibrillators/CPR ALS BLS, Medications Orders, Infectious Disease Training.

Data Analytics Skills: Data Analysis and report generating and improvement on business process. Computer skills - operating Microsoft office and other computer programs. Reports analysis and documentation for continuous process improvement. Creating Process Improvements.

Leadership and Administrative Skills: manpower planning and scheduling, forecasting budget, creating and implementing activities for the youth organization in the church. Planning and scheduling skills.

Interpersonal Skills: Good communication skills (writing and verbal communication) and customer handling, Sales and Marketing Strategies.

Special Skills/Talents: Playing musical instruments like piano and guitar. Driving Skills (Non-Professional License).

Church Callings and Leadership Assignments

Daily Seminary Class Teacher	June 2017 – October 2018
Stake Sunday School President	March 2017 – October 2018
Stake High Councilor	February 2016 - March 2017
First Counselor of the Bishopric	January 2014 - July 2014
Young Men President	April 2013 -January 2014
Full Time Missionary	October 2011 - April 2013
Young Men President	February 2011 - October 2011
Sunday school 1 st Counselor	2009 - 2010
Young Men Organization Secretary	2003 - 2005

Work Experience

[REDACTED]
[REDACTED]
[REDACTED]

January 10, 2022 - August 2, 2024

Position: Clinical Program Nurse II

Delegations

- Created files by entering information into the system
- Consistently maintains a high level of customer satisfaction by demonstrating a helpful, considerate attitude and a pro-active customer service approach.
- Operates a variety of office equipment such as, printers, personal computers, fax machines and copiers. Reports system problems to the appropriate person when there is a problem.
- Keeps abreast of internal and external changes and developments.
- Assists team manager with various duties.
- Recommends new and/or improved procedures to improve efficiencies.
- Maintains a favorable and positive working relationship with internal and external sources.

- Keeps manager informed verbally and in writing of activities and problems within assigned area of responsibility.
- Refers matters beyond limits of authority to immediate supervisor and or manager.
- Participates in special projects and performs other duties as requested.
- Upholds the [REDACTED] Code of Conduct.

[REDACTED]
[REDACTED]

June 2021- December 2021

Position: Clinical Trial/Research Nurse

Delegations

- **GCP** Training done and accomplished and related clinical trial trainings.
- Uses **Medidata, Trialmax** and **Cenduit** and other clinical trial web-based application tools.
- Subjects Scheduling for their visits during the study period
- Provide Assessment to all 1600+ subjects of the Covid Vaccine Study
- Surveillance of all subjective and objective signs and symptoms of subjects
- Communicate and send report each day regarding subject updates with developing Covid 19 symptoms and identify subjects/patients with placebo and vaccine
- Execute orders from Sub-investigators/Doctors
- Maintain files and database of all subject's progress on the study

[REDACTED]
[REDACTED]

April 2021 – June 2021

Position: Charge Nurse (ICU COVID 19)

Delegations

- Provide Nursing Care for patients infected of Covid 19 virus
- Handling 6-10 patients to nurse ratio
- Execute Doctors order for patient health management
- Plan and Execute infection control
- Communicate with the healthcare team on progress of the patients
- Provide palliative and therapeutic care for the patients
- Documentation of patients progress and health management

[REDACTED]
[REDACTED]

September 01, 2020 – April 2021

Position: Occupational Health Nurse

Delegations

- Provide basic nursing care to 600-700 employees
- Provide policies on health and infection control
- Assist Medical Doctors on duty providing employees medical records and history
- Check and maintain clinic supplies according to DOLE-OSH guidelines
- Assist employees on their health concerns, inquiries and issues
- Administrative Tasks (Addendum)
- Health and Safety Officer 1
- Send weekly reports to stakeholders (health and safety reports status)
- Assist employees on SSS sickness benefits and leaves
- Provide activities to promote health and wellness for all employees
- Create emails and send health information that are needed of all employees (esp. mental health)
- Assist employee's hospitalizations, OPD requests and emergency needs.
- Monitor HMO utilizations and send weekly, monthly and annual reports to stake holders

[REDACTED]
[REDACTED]

March 09,2020 - August 30, 2020

Designation: Staff Nurse (Registered Nurse)

Area of Assignment: ERID/ICU (Emerging Re-emerging Infectious Disease Nurse)

- Frontliner Nurse for Covid Positive Patients, PUI, PUM
- Handling Critical Patients with Intensive Care Precaution

██████████ (February 04, 2019 – March 13, 2020)

Project: Product Data Operations (Confidential Project)

Role: Data Analyst – Transcribe data from tools and deliver to an AI built to provide services to its users.

Skills: Listening and Transcribing, Data Process and Production Operation.

██████████
March 27, 2018 – September 11, 2018

Role: Senior Medical Research Data Analyst

1. Servicing Healthcare US Client Database of all Medical Professionals in the USA and outside US.
2. Referring Data from NPPES and identify the relation of healthcare professionals to Clinical Trials and Publications on specific diseases.
3. Sending Daily output, weekly performance and monthly performance.
4. Seniority to novice employees and assigned as back up to supervisory roles by monitoring team performance.
5. Providing quality data to our client making sure all deadlines are met making plans and realistic goals for the process.

██████████
October 2016 – March 8, 2018

Role: Account Specialist/Internal Auditor (February 2017 - Present)

1. Internal Service Level Audit ██████████ to Pharmacies and Industrial Accounts.
2. Creates survey to identify the services that needs of improvement and additional training needed foremployees.
3. Provide Daily, Weekly and Monthly reports to immediate superiors.
4. Coordinate issues and concerns to different teams within ██████████
5. Create possible and concrete solutions to issues and concerned with team collaborations.
6. Audit credit status of each accounts, check pending due balances and credits

Role: Customer Development Representative (October 2016-February 2017)

1. Handled 30 account for Sales Promotions and Marketing Strategies of ██████████ products
2. Collection of due balances providing weekly and monthly financial status of 30 accounts.
3. Validation of purchase orders and stocks availability.
4. Accounts inventory of 800+ SKU for each Pharmacies.
5. Providing help services to pharmacies.
6. Providing Daily, Weekly and Monthly report to immediate superior on status (action plan), issues and concerns of accounts.
7. Providing monthly itinerary schedule to immediate supervisor.

██████████
June 20, 2015 – March 2016

Role: Data Analyst (Senior Analyst)

1. Data Analysis of different Pharmaceutical Companies in the United States (sales, geography, ownership etc.)
2. Reference Data Management (maintain database resource for clients business needs)
3. Sending Daily and Weekly reports to Immediate Supervisor and Managers, providing graphical analysis of data, established pharmacies and ownership of small and local pharmacies.
4. Analysis of Daily, Weekly and Monthly Pharmacies Prescriptions.
5. Using Microsoft Word, Excel and PowerPoint to generate reports.
6. Provide Team Trainings (refresher course) provide a simple 20 item test.

██████████
June 2014 – April 2015

Role: Medical Promotions Specialist (Medical Representative)

1. Promotion of ██████ IV life lines to Doctors and Hospital Pharmacist
2. Pursuing Medical Doctors and Pharmacist to avail of the services by presenting the brands benefits and features that would help their clients recover from bacterial diseases (pneumonia, uti and urti)
3. Sending weekly sales reports and Doctors call

4. Continuous study of facts and scientific base studies of drugs to better present the brands to Medical Doctors and Hospital Pharmacist
5. Analyze the business needs and progress and identify specific goals and intervention to increase target sales each month and yearly target sales
6. Critical analysis of the area [REDACTED] to create a better plan for the Doctors call and Hospital visits
7. Drugstore visits and inventory of sales and product purchased from each drugstore.

[REDACTED]
February 2014 – March 2014

Project: Health Insurance [REDACTED]

Role: Customer Service (Claims Department)

[REDACTED]
November 2013 – January 2014

Project: [REDACTED]

Role: Customer Service

[REDACTED]
May 2013 – October 2013

Project: [REDACTED]

Role: Customer Service

[REDACTED]
October 2011 – October 2013

Full Time Missionary

1. Gospel teaching
2. Train new Missionaries
3. Conducting workshops and teaching principles to fellow Missionaries
4. Sending daily and weekly reports

[REDACTED]
January 11, 2010 – August 2011

Role: Administrative Assistant/Senior Data Analyst Level G

Projects and Roles

1. Programme Control Services (Internal Team)

- . Project performance management
- . Analyzing data on project-specific agreements
- . Provide status reports directly to Leads and Managers
- . Provide administrative services
- . Projects status monitoring
- . Sending project status (Phases)
- . Maintaining MS SharePoint repository files and documents for projects
- . Issues escalation and risk management
- . Task encoding for specific projects work plan
- . Database maintenance
- . Meeting logistics and coordination with concierge
- . Analyzing projects availed services from the standard services catalogue
- . Analyzing data of services/task of each resource

2. [REDACTED] (QA Team)

- . Provide financial reports to project managers and operators
- . Provide quality reports using [REDACTED] tools and [REDACTED] required QA Tools
- . Sending of weekly and monthly QA reports
- . Operating VBA and standard tools used for reporting
- . MSP (Microsoft Project and SharePoint); skill level - intermediate

Character Reference(s) upon request

End