To the Management,

Greetings!

I am writing to apply for any available position as endorsed to me by a close friend that your office is currently in search for competent individuals for the job.
I am enclosing my resume/cv .I personally find this presented opportunity quite interesting, and I believe that my technical experiences and education will make me a very competitive candidate for this position.

The key strengths that I possess for success in this position include:
I strive for continued excellence.
I provide exceptional contributions to clientele service for all clients.
I have commendable communication skills and speech articulation and composition with a BS degree in Nursing from one of the prestigious colleges in the Philippines; I have a full understanding of the significance of client care and service, as well as the continuous need for superior quality provision by a service provider.

I can also definitely assure you that I am eager to learn, and with your guidance and training, I will certainly be able to aid in achieving your company's goal. Please see my resume/cv for additional information. I can be reached anytime via my cell phone, 0528655423 or email me at bon.deguia@yahoo.com Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,
Bon Juan de Guia



**BON JUAN MANGUBAT DE GUIA**

HAMDAN STREET, ABU DHABI UNITED ARAB EMIRATES

Contact number: 0528655423

E-mail address: bon.deguia@yahoo.com

**PROFESSIONAL EXPERIENCE**

**Operating Room Nurse –**July 1, 2012 – September 30, 2012

* Accountable for the delivery of skilled professional care to patients based on national standards of practice in the operating room.
* Used assessment skills to plan further care needs and evaluate patients’ health status
* Participated as multi-disciplinary team member to provide professional patient care to complete/fulfill all physician orders, delivery of medications, medical treatments, lab tests and other patient needs in a timely manner
* Used equipment effectively to anticipate/assess patient needs and provide appropriate care in the operating room.
* Performed as a team player – Maintained collegial/working relationships with nursing staff and physicians to ensure quality patient care.
* Communicate effectively with patients, patients’ families and all members of the patient care team.
* Documented and recorder patients progress in an accurate/timely manner
* Participated in various quality control activities as directed by the Operating Room Director of Nursing
* Functioned as a preceptor/resource to new nursing staff, RN students and LPN staff.

**Triage Outpatient Department -** April 1, to June 30, 2012 (63 days)

* Gathered assessment details from patients to develop a triage call.
* Communicated effectively over phone to recognize the patient’s health concerns.
* Managed to perform a primary assessment on every patient.
* Provided appropriate guidelines in a language the patients understood.
* Adhered to standardized protocols to assess and formulate a plan of care.
* Ensured to accurately enter all pertinent information concerning patient into the medical record (EMR).
* Provided all pertinent information after analyzing the health concerns of the patient.
* Managed to facilitate appointments on the nearest date/time.
* Managed to use approved medical abbreviations while documenting.
* Adhered to all the established policies and worked towards established goals.

**General Surgery Nurse -** January 1 to March 31, 2012 (64 days)

* Performing general tasks in operation procedures such as passing equipment’s, controlling blood pressure and preparing injections.
* Reviewing vital sings and taking required preoperative actions.
* Ensuring and maintaining clean environment in Operation Theater.
* Checking patients at recovery period.
* Adhering to establish strategy for surgical unit.
* Cooperating with patients and their family to solve problems.
* Helping patient's family members to accomplish the basic formalities of hospital.
* Participating in research seminars related to nursing field.
* Preparing training programs for new nurse staff in surgical unit.
* Providing direct nursing care to surgical unit.
* Assessing and providing physical and emotional requirements of patients and their family members.

**Pediatric Nurse -** October 1 to December 31, 2011 (61 days)

* Treated infants, children and teenagers.
* Ensured that tests and treatments are conducted smoothly.
* Performed physical examinations and administered medicines ordered by the doctor.
* Offered emotional support to tensed parents of sick children.
* Performed cephalo-caudal examinations and collected urine and stool sample in performing lab tests.
* Assisted doctors in performing surgical operations for neonates.

**Ears Nose Throat (ENT) Nurse -** July 1 to September 30, 2011 (63 days)

* Obtaining medical histories, examining patients, documenting patient physical condition, psychological status, and influencing social factors, conferring with family and friends.
* Developing a nursing diagnosis involving ear, nose, and throat problems including sinusitis, nasal infections and obstruction, sleep disorders, head and neck pain, hearing problems, balance (vestibular) disorders, speech and swallowing disorders, congenital lesions, voice disorders, head and neck cancer, cochlear implants, facial paralysis evaluation and rehabilitation.
* Establishing nursing care objectives, defining nursing interventions, schedules, and timetables.

**Medicine Communicable Pavilion -April 21 to June 30, 2011 (49 days)**

* Assist the physician in doing special procedures thoracentesis, chemotherapy, lumbar puncture, etc.
* Execute legal order of the physician concerning treatment and medications.
* Applying nursing measures and techniques pertinent to medical diagnosis and medical therapy of patient.
* Record and report facts about patient evaluation of whole.
* Gives direct nursing care.
* Assist patient in moving, maintaining proper alignment.
* Observes signs and symptoms, institute remedial action and record on the chart.
* Prepares patient for assist physician with diagnostic and therapeutic procedures.
* Sees to it that the equipment receives proper care and maintenance.
* Giving parenteral and oral medication as order and monitors intake and output.

**EDUCATIONAL BACKGROUND**

2006-2010 Ateneo de Davao University

8016 Roxas Avenue, Davao City Philippines 8000

Bachelor of Science in Nursing

Date Graduated: March 20, 2010

2002-2006 Francisco Bustamante National, High School

Tibungco, Davao City, Philippines

Secondary School

2002-2004 Francisco Bustamante National, Elementary School

Tibungco, Davao City, Philippines

Primary School

**COMPUTER SKILLS**

Windows Operating System 95/98/2000/ME/XP/Vista and other OS

Object Oriented Software

MS Office (Access, Excel, PowerPoint, Outlook, Word)

**PERSONAL INFORMATION**

Date of Birth: January 20, 1990

Place of Birth: Davao City, Philippines

Citizenship: Filipino

Civil Status: Single

Religion: Roman Catholic

Age: 22 years old

Father’s Name: Ramiro Luna de Guia

Occupation: Entrepreneur

Mother’s Name: Daisy Mangubat de Guia

Occupation: Entrepreneur

**PROFESSIONAL SUMMARY**

* Highly skilled career professional with more than 2 years practical experience in Hospital setting.
* Proficient in all documentation/record maintenance/paperwork to ensure accuracy and patient confidentiality.
* Established holistic care to the patient including assessment, counseling, education regarding medications and treatment, laboratory work, documentation with care plan for diagnosis, and administration of treatment procedures.
* Knowledgeable in performing procedures to the patient regarding the intravenous therapy.
* Creative marketing professional with significant experience in public relations writing, communications, and media relations.
* Results-driven achiever and effective team leader with exceptional interpersonal skills.
* Highly flexible and adaptable performer; adept at multi-tasking and thriving in a fast-paced environment while coordinating numerous time-sensitive projects.
* Exceptionally motivated self-starter and creative problem-solver who works hard and loves a challenge.

**SEMINARS AND TRAININGS ATTENDED**

Certificate of Attendance November 2010

Core Competencies and Test Frameworks

University of Mindanao

Davao City, Philippines

Orientation to Clinical Practice in the Hospital September 2012

Southern Philippines Medical Center

Davao City Philippines

Infection precaution, asepsis and Sterilization April 2012

Southern Philippines Medical Center

Davao City Philippines

Certificate of Training on

Regular IV Therapy Training Program July 27-29, 2011

Southern Philippines Medical Center

Davao City Philippines

Card no. 11-026570 Valid Until: 09/29/2014

Certificate of Attendance on

Basic IV Therapy Training Program July 2011

Southern Philippines Medical Center

Davao City Philippines

Seminar on Blood Transfusion May 2011

Southern Philippines Medical Center

Davao City Philippines

Seminar on Psychological First Aid June 2011

Southern Philippines Medical Center

Davao City Philippines

Seminar on Nursing Informatics/ August 2011

Nursing Jurisprudence

Southern Philippines Medical Center

Davao City Philippines

Seminar on Caring for the Caregivers September 2011

Southern Philippines Medical Center

Davao City Philippines

Seminar on Anger Management October 2011

Southern Philippines Medical Center

Davao City Philippines

Seminar on Neuro/Renal Assessment November 2011

Southern Philippines Medical Center

Davao City Philippines

Seminar on Ethico-Legal Aspects in Nursing February 2012

Practice/Preventing Medication Errors

Southern Philippines Medical Center

Davao City Philippines

**REFERENCE**

 **Arlene Tojong, R.N.**

 *Head Nuse (ENT Ward)*

 *09228092894*

 **Clark Sia, R.N.**

 *Head Nuse (Gen. Surgery)*

 *09325623667*

 **Rowena Morente, R.N.**

 *Senior Nurse (Triage OPD)*

 *09331545916*