



**MA. KRISTINE S. BAUTISTA**

#32 Paez St. Brgy. Concepcion Malabon City  
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 **CAREER OBJECTIVE**

Pursuing a long term career in other related openings. and to pursue challenging carrier that will enable me to effectively utilize my knowledge and skills as well as my professional experience in such a way that would benefit my employer as well as myself.

 **EDUCATIONAL QUALIFICATION**

- License Intravenous Therapist since July 2007
- License Registered Nurse since January 2007
- Bachelor’s Degree (Bachelor of Science in Nursing) since October 2016 at the Our Lady of Fatima University.



**PROFESSIONAL SKILLS, INTERESTS AND QUALIFICATIONS**

Able to performed assessment, nursing diagnosis, planning, implementation and evaluating of patient care. Can work under stressful conditions and during irregular hours. Motivated and with experience in handling patients with different communicable diseases.

I am proficient in MS Office Application (Word, Excel). Knowledgeable in SAP (Systems, Application and Product). My experience in ALC has improved my analytical skills and time management. Being a logistians has helped me to be adoptive and reactive to different kind of situations, learned how to handle stress and live a challenging life. I always look forward to different challenges and opportunities that can contribute to my personal formation.

 **CURRENT JOB EXPERIENCE / DESCRIPTION**

Amigo Logistics Corporation, Warehouse Team Leader ( October 2013 – November 21, 2021 )

- Collate daily reports and submit to designated person.
- Ensuring that all delivery receipts and necessary documents during delivery was returned.
- Purchase Requisition thru SAP.
- Mid-Inventory Report Consolidation and Reconciliation.
- Provide Clerical Assistance and other related services.
- Checking and computing all billings from the laborers.



**PROFESSIONAL EXPERIENCE**

**Philippine Foremost Milling Corporation (Manila Harbour Centre Vitat, Tondo, Manila)**

Company Nurse (May 21, 2010 - October 15, 2013)

- Performs / administered First-aid treatment.
- Initiates and develop health programs that will benefit employees. (Vaccination, Annual physical Exam and Drug Testing)
- Provide counselling and health education.
- Professionally assist Company Physician in evaluating the employees APE to facilitate and develop plans for them.
- Maintain complete updated employees medical records and ensuring availability of the following emergency medicines, equipment and supplies.

**Tondo Medical Centre (Balut Tondo Manila)**

- Record Encoder - Record Section (January 2010- March 2010)
- Creates new **medical records** and retrieves existing **medical records** by gathering appropriate **record** folders. assigning and recording new **record** numbers; verifying existing **record** numbers.
- filing documentation of patient’s condition, treatment, and health outcome.

**General Trias Medical Hospital**

- Volunteer Staff Nurse (June 2008 - December 2009)  
(January 2007 – December 2007)
  - Administering medication as per Doctor's order and managing intravenous lines.
  - Observing and monitoring patients conditions and Vital signs.
  - Ensuring that the doctor's order are carried out and Maintain Patients Records with Confidentiality.
  - Collaborating with the Physicians and other team members to develop specific care plans for patients with special needs.

**Franco Clinic and Hospital**

- Out- Patient Nurse (May 2006 - December 2006)
- maintain clinic rooms to a high standard of cleanliness and stocked to the appropriate levels.
- assist the Patients during consultations and Physicians during minor operations and procedures.
- carry out minor procedures including dressings, removal of sutures etc.
- provide patients with relevant information regarding their disease and ensure that they fully informed of the risks and benefits by following Doctor's advised.

**CO-CURRICULAR ACTIVITIES**

La Filipina Group of Companies:

- Work place Safety Committee member 2010 – 2013. as member, responsible in ensuring companies compliance to safe work practices and safety rules.
- Member of Company Emergency Response Team since 2011 up to present.

**SEMINAR AND TRAININGS**

- |   |                   |
|---|-------------------|
| • Basic Occupational Safety and Health (PEME CONSULTANCY)               | MAY 14-19, 2012   |
| • Basic Disaster Management Training (PNRC – Valenzuela Chapter)        | March 28-29, 2012 |
| • Basic Industrial Safety awareness (Philippine Foremost Milling Corp.) | December 2011     |
| • Industrial First aid Training (PNRC – Caloocan Chapter)               | March 2011        |
| • Accident Prevention (PNRC – Caloocan Chapter)                         | July 2011         |

**PERSONAL INFORMATION**

Gender : Female  
 Nationality : Filipino  
 Birthdate : July 10, 1982  
 Civil Status : Single  
 Height : 5'5  
 Weight : 50 kgs.

**REFERENCES****Dr. Dabbie Que Wong-Hin**

LFUG Company Physician 0917-900-3941

**Jose Antonio Casal**

ALC Luzon Manager 0917-573-17-78

**Cirilo B.Carganilla** 0917-844-0344

ALC Port Manager

I hereby certify that the above information is correct to the best of my knowledge

Ma. Khristine Bautista

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