

# Jenny-Lynn Dawinan



## Contact

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## EDUCATION

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**Bachelor of Science Major in Nursing**

Perpetual Help College of Manila  
(October 2004 – March 2007)

Manila Doctors College, Diosdado  
Macapagal Ave. Pasig City  
(June 2003- September 2004)

## LANGUAGE

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English – C2

## Summary

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Registered Nurse with experienced in Hotel Management who undertakes different work assignments, meets deadlines, and delivers fine performance. Operates with a strong sense of determination and thrives in a fast-paced setting.

## Core Competencies

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- Leadership
- Communication
- Innovative
- Basic Accounting
- Organized
- Critical Thinking
- Professionalism
- Team Work
- Integrity
- Strategic Planning
- Problem Solver
- Patient Safety
- Time Management
- Urgent care and emergency care

## Experience

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**Hotel Manager** – May 2017 to July 2019

**Hotel Buchanan:** Buchanan, Liberia

**Front desk Receptionist**– January 2016 to September 2016

**Royal Grand Hotel:** Monrovia, Liberia

**Hotel Manager** – October 2015 to December 2015

**Murex Plaza Hotel & Suites:** Monrovia, Liberia

**Hotel Manager - August** 2013 to July 2015

**Atlantis Beach Hotel:** Monrovia, Liberia

Planning and organizing accommodation, catering, and other hotel services. Promoting and marketing the business. Managing budgets and financial plans as well as controlling expenditure. Recruiting, training and monitoring of staff. Planning work schedules for individuals and teams. Dealing with contractors and suppliers. Ensuring security is effective. Addressing problems and troubleshooting. Ensuring events and conference run smoothly. Supervising maintenance, supplies, renovations and furnishings. Carrying out inspections of property and services; ensuring compliance with licensing laws, health and safety and other statutory regulations.

Perform all check-in and check-out tasks. Manage online and phone reservations. Welcome guest upon arrival and assign rooms. Provide information about our hotel, available rooms, rates, and amenities. Make daily sales report. Fixing guest's bill. Maintain updated records of bookings and payments. Respond to client's complaints in a timely and professional manner. Liaise with our housekeeping staff to ensure all rooms are clean, tidy, and fully furnished to accommodate guest's needs.

## Technical Skills

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- MS Office: Word, Excel, Powerpoint
- Quickbooks
- Omega POS
- Social Media Handling
- Basic Video Editing

## AFFILIATION

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Philippine Nurses Association

Nursing Center for Clinical Lab. Experience,  
Inc. (NC-CLEX)

**Staff Nurse** – June 2010 to June 2013

**Romel Cruz Hospital:** Malolos City, Philippines

**Ward:** Accompanying the doctor on rounds, monitoring and checking patient's vital signs and daily nursing care i.e. bathing, changing linens, activities of daily living (ADLS), monitoring pre and post operative patients. Giving daily medications as ordered; per Orem, intra venous, intra muscular, sub cutaneous, intra dermal. Admitting and discharging patients in wards. Daily charting and recording of patient's files and medications given.

**ER:** Admitting critical patient, administering emergency medications as ordered, Starting I.V. lines for patients to be admitted in the wards and giving STAT medications via I.V. line.

**Operating Room:** As scrub or sterile nurse, sets up operating room with instruments as specifically required for type of operation to be performed; arranges instruments and other articles in specified order on portable table immediately accessible to, the surgeon; anticipates surgeon's needs for instruments, sponges, sutures, suction tubes and other items and hands them to surgeon in most expeditious manner; maintains aseptic field.

As circulating nurse, places patient in prescribed position to assure access to operative field; adjusts operating table and accessory equipment as may be required; prepares operative area and drapes patient or assists surgeon with draping, After operation, may apply or assist in applying dressings, and transferring patient, from operating room to recovery room. Cleans or directs cleaning and sterilization of contaminated instruments, equipment and supplies; re-sterilizes unused supplies; cares for and stores delicate surgical instruments; cleans or assists in cleaning operating room areas and caring for and disposing of infectious and soiled linen after conclusion of each Operation.

**Recovery Room:** Monitoring of post surgical patients for vital signs, bleeding, and anaphylactic reactions.

## Program

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Trainee – Jun 02-04, 2009

DR. JOSE FABELLA MEMORIAL HOSPITAL

Basic I.V. Therapy Training Program

Job Description:

Safely and effectively inserting an I.V. cannula into the vein, giving I.V. medications and knowing

the safety measures to remember when infusing I.V. solutions. Familiarizing with veins located

in the arms. Hands on procedure on dummy and later on with a partner and finally with

patients in the emergency room and in the wards.

## Trainings

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Trainee – September 2009 to December 2009

**Manila Adventist Medical Center: Critical Care Nursing**

**Critical Care Unit (CCU)/ Intensive Care Unit (ICU):** Provides direct patient care utilizing the nursing process within established hospital, divisional and unit specific policies and procedures, standards, protocols. Documents all assessments, interventions and other pertinent information in the patient's health care record in a timely and ongoing manner. Monitoring critical patients with Endotracheal tube attached to mechanical ventilator, suctioning patients with ET tube and tracheostomy tube as needed, taking and recording vitals signs every 15 or 30 minutes, strictly monitoring fluid intake and output, assists in ADLs and care given to patient's to minimize complications from extended stay in the hospital, administering medications as ordered the wards and giving STAT medications via I.V. line.  
**Recovery Room:** Monitoring of post-surgical patients for vital signs, bleeding, and anaphylactic reactions.

patient's files and medications given. Giving health teachings to patients and to patient's relatives.

**ER:** Admitting critical patient, administering emergency medications and emergency care as ordered, Starting I.V. lines for patients to be admitted in the wards and giving STAT medications via I.V. line.

**Recovery Room:** Monitoring of post-surgical patients for vital signs, bleeding, and anaphylactic reactions.

### **INFORMATICS**

**PROGRAM:** Advanced Excel 2010

**PERIOD:** July 06-30, 2012

## **Seminars**

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- NC-CLEX- Basic Life Support: Cardiopulmonary Resuscitation- CPR PRO / AED (July 26, 2010)
- Integrated Management of Childhood Illnesses (February 22, 2007)
- Intensive Training on Basic and Advance Life Support (July 2, 2005)
- The Advance Practice Role of Pediatric Nurses in the US (July 2, 2005)