

JO-ANN O. PALAGANAS

Registered Pharmacist

Experienced pharmacist assuring quality pharmaceutical supplies to community through proper dispensing in accordance with the law. Willing to learn advances in the chosen area of profession. Unique interpersonal and communication skills build good relationship with colleagues and clients alike. Travel oriented person willing to discover new people and places.

Phone: +639499164611

Email: joann.palaganas@gmail.com

Location: Baguio City, Philippines

CAREER HISTORY:

Pharmacist

Meds R Us Pharmacy, Philippines

Sept 2020 to Present

- Dispensing medication with proper packaging, labelling and patient advice
- Implement trainings for pharmacy assistants
- Implement and maintain point of sale and inventory systems
- Policy formulation of pharmacy operations
- Assist in financial controls and processes
- Prepare reports required by the management

Procurement & Supply Chain Management (PSCM)-

Technical Adviser

Security Point Person

Clinton Health Access Initiative, Papua New Guinea

March 2014 to June 2017

- Implement and monitor key activities of the supply chain management of HIV Program-National Department of Health Papua New Guinea including forecasting, warehousing, stock management, order processing and dispatch, distribution and tracking.
- Manage relationship and communications with relevant stakeholders
- Contribute to the development of supply chain standard operating procedures and program policy documents
- Worked with the pharmaceutical branch of the Department of Health of Papua New Guinea in pharmacovigilance reporting of the HIV Program
- Conduct training and capacity building activities to strengthen supply chain capabilities of both SCM and non SCM staff and clients.
- Contribute to work and budget planning of the program as required involving supply chain operations
- Provide timely reports on the development of the project; collecting, assessing and analyzing data to present to the management.
- Implement innovations in supply chain management such as logistics information management systems and softwares
- As safety point person, gather and share information on security issues and set up plans to mitigate risk in program operations.

Human Resource/Administrative Officer

Farmset Limited, Papua New Guinea

September 2011 to February 2014

- Recruit and train employees for the company
- Process pay roll of all staff in the country using Attache software
- Manage employee benefits, records and personnel policies and ensure all conform to regulatory requirements
- Conduct trainings
- Assisted accounts department in approving and auditing customer transactions
- Prepare monthly reports

Store Manager & Pharmacist

City Pharmacy Limited, Papua New Guinea

November 2003 to June 2011

- Manage daily retail business activities and ensure compliance to regulatory standards
- Monitor key performance indicators of the business
- Conduct staff training, assessment and evaluation
- Prepare reports required by the management
- Interpret prescriptions and dispense medications
- Stock inventory and management

Pharmacist

Nands Pharmacy, Fiji

Sept 2018 to July 2019

Circle Drug and Marketing, Philippines

August 1997 to February 1998

Mercury Drug Co, Philippines

March 1998 to May 2001

Kristoffe Benedict's Pharmacy, Philippines

January 2003 to July 2003

- Interpret prescription and physician's orders
- Dispensing medication with proper packaging, labelling
- Advice patient on administration, use, storage and effects of the medication
- Stock inventory and management
- Control prescription and non-prescription drugs.
- Train pharmacy interns

- Recruit and train pharmacy staff
- Maintain books and records required by legislative pharmacy bodies
- Maintain licenses required for pharmacy operations
- Manage housekeeping

Medical Assistant

Quismorio Medical Clinic, Philippines,
April 2002 to June 2002

- Receive patients and gather information for medical records
- Prepare patient for examination doing preliminary physical tests such as checking blood pressure, temperature and weight
- Report patient history as required by the physician
- Schedule appointments
- Advise patients on their medications
- Housekeeping

Pharmacy Instructor

Pines City Colleges, Philippines
June 2001 to March 2002

- Conduct lectures, facilitate, and moderate classroom discussions in a learning environment
- Supervise laboratory sessions and ensure safety procedures and practices
- Plan, evaluate, and revise curricula, course content, and course materials as required.
- Administer, evaluate and grade students' class work, assignments, and examinations
- Advise, evaluate and assist students in their thesis programs required for the course.
- Participate in student recruitment, registration, and placement activities.
- Advise students on academic and career issues.
- Plan out internship programs for students required for the course
- Collaborate with colleagues to address teaching and research issues.
- Participate in campus and community events like medical missions.

EDUCATION:

Online Studies-Certificate of Achievement

- Principles of Project Management
Open2 Study, Australia
3 July to 1 August 2017
- Supply Chain Management: A Decision-Making Framework
Université Catholique de Louvain, Belgium
22 Feb to 4 May 2017
- eHealth: Combining Psychology, Technology and Health
University of Twente, Netherlands
28 February to 15 March 2017
- Introduction to Data Analysis Using Excel
Microsoft's DAT205x
7 October 2016 to 27 February 2017
- Health in Humanitarian Crises

London School of Hygiene & Tropical Medicine
February 2017

- Human Resources
Open2 Study, Australia
17 October to 13 November 2016
- Humanitarian Response to Conflict and Disaster
Harvard dX-Harvard University, USA
27 September to 29 October 2016
- Introduction to Project Management
University of Adelaide - Australia
17 February to 31 March 2016

Bachelor of Science in Pharmacy

Saint Louis University
Baguio City, Philippines
1992-1996

QUALIFICATION:

Pharmacy License Number: 00376633
Professional Regulation Commission, Philippines
Expiry: 8 December 2023

SKILLS:

- Microsoft Office
- Project management
- Dispensing
- Exceptional Customer Service
- Good communication Skills
- Driving

LANGUAGES:

- English (fluent)
- Filipino (mother tongue)
- Pidgin (good)

REFERENCES:

Mrs. Maria Sorgalim Relamida

Operations Manager
Meds R Us Pharmacy, Philippines
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