

Maria Leeda Gulapa Orbase, RN

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OBJECTIVE

A hard working Registered Nurse seeking a career path in which will give me an opportunity to fully utilized my extensive profession, knowledge and practical experience. Competent to my nursing profession that I gained to my previous working history. Eager to learn new knowledge and skills that will contribute to the success of the team.

PROFESSIONAL WORK HISTORY

Dubai Health Authority – Volunteer

Command and Control Center (Bed Management Team)

April 2020 – July 2020

Dubai Health Authority

- Assessment of Covid – 19 positive patients thru phone and preparing them either for isolation or hospital admission.
- Encoding the data of patients thru live excel sheet for RTA transportation.
- Coordinating with other hospital and isolation facility if needed.
- Transferring patients from isolation facility to hospital if patient's status oxygen saturation deteriorates or needs urgent medical attention.

HUMAN RESOURCE ASSISTANT ADMIN OFFICER

HR – Employee Services Section

December 2018 – Present

Dubai Health Authority

- Performing Administrative task in DHA Personnel Section.
- GRP Allowance entries, rotation plan update, time attendance checking, and fingerprint registrations and other GRP related request and entries.
- Updating the information in the GRP.
- Scanning, sorting and updating documents and files of DHA staff, Interns, Residents, and Medical students.
- Auditing files for recording purpose.
- Receiving, answering, and coordinating with other staff's inquiries through phone and e-mail.
- Helping the section in administrative works.
- Managing the time attendance reports and printing time attendance ids of staff.
- Maintaining the adequacy and integrity of personal and office files of every staff.
- Ensuring the privacy of every staff's files.
- Submitting monthly reports of overall tasks.

HUMAN RESOURCE – CLERK

HR – Employee Services Section

September 2014 – December 2018

Dubai Health Authority

PREVIOUS PROFESSIONAL WORK HISTORY

RESEARCH EDITOR SPECIALIST

- Carry out research projects by collection, gathering and summarizing information of the research takers.
- Keeping accurate records of experiments and investigations.
- Collecting samples and designing new methods to improve products.
- Testing material and supervising other members of the team.

MEDICAL TRANSCRIPTIONIST

- Transcribing dictations of different physicians and other healthcare providers in order to document patient care.
- The incumbent will likely need assistance to interpret dictation that is unclear or inconsistent or make use of professional reference materials.

DATE ENTRY SPECIALIST

- Input seaman's data, which may include lists, numbers, texts, personal medical records and forms.
- This data may be either new or existing and is general edited thoroughly.
- Equipment may include electronic files, scanners and sophisticated electronic based on character recognition.

PREVIOUS CLINICAL WORK

GENERAL WARD NURSE

June 2013 – March 2014
Cainta Municipal Hospital

PRIVATE NURSE

November 2012 – May 2013
Nagano-Ken Japan

GENERAL WARD NURSE

June 2010 – September 2012
Cainta Municipal Hospital
Philippines

PEDIATRIC WARD NURSE

February 2010 – April 2010
Quirino Memorial Medical Center
Philippines

EMERGENCY ROOM NURSE

January 2009 – September 2009
Philippine General Hospital

PROFESSIONAL QUALIFICATION

2009

Registered Nurse License # 0570982

Accredited in Philippine Board of Philippine Nursing
Philippines Regulation Commission

2002 – 2007

Bachelor of Science in Nursing (BSN)
De Los Santos – STI College
E. Rodriguez, Quezon City, Philippines

2000 – 2002

Bachelor of Science in Computer Science (BSCS)

Central Colleges of the Philippines

Aurora Blvd., Quezon City, Philippines

LICENSE / CERTIFICATIONS / TRAININGS

- **COVID – 19 Pulmonary, ARDS, and Ventilator Resources**
American Association of Critical – Care Nurses
March 2020
- **Mandated NYS Infection Control for Healthcare Professionals**
New York State Nurses Association
November 2019
- **Mandated NYS Infection Control Training for Healthcare Professionals**
New York Nurses Association
November 2019
- **Basic Intravenous Training Program**
Dubai Health Authority Dubai, United Arab Emirates
- **ECG Basic Principles and Rhythm Analysis**
Oregon International Training Center & Home Care Dubai, United Arab Emirates
- **Cardiac Arrhythmia and Defibrillation Oregon International**
Training Center & Home Care Dubai, United Arab Emirates
- **Basic Life Support for Healthcare Providers (American Heart Association)**
Healthcare Advantage Training Institute Pasig City, Philippines
- **Basic Intravenous Training Program**
St. Vincent General Hospital Marikina City, Philippines
- **Perioperative Nursing 101 Course**
The Medical City Pasig City, Philippines

SKILLS and EXPERTISE

- Speak and write fluent in English.
- Proficient in Microsoft Office Applications
- Able to work under pressure
- Efficient, quick – learner, multitasking ability and flexible.
- Can adapt work easily in a changing environment.
- Loyal and discreet (maintaining confidentiality)