



DONNA GRACE S. PICHAY

Bachelor of Science in Pharmacy

OBJECTIVE

To work in a position that would promote my personality development, enhance my skills and secure a job that would stimulate creativity and offers opportunities for advancement.

PERSONAL INFORMATION

Gender: Female

Civil Status: Married

Date of birth: February 1, 1982

Religion: Roman Catholic

CONTACT INFO

Mobile number:

0917-7050930

Email address:

donnagrace_saturnino@yahoo.com

Home Address:

44 A GL Jaena St. West
Rembo, Makati City

HIGHLIGHTS OF QUALIFICATIONS

- Quality - oriented person with a strong educational background
- Strong commitment to excellence
- Works well under any kind of pressure
- Highly trainable and fast learner
- Adaptable and versatile to different work environment
- Highly computer literate

EDUCATIONAL ATTAINMENT

CENTRO ESCOLAR UNIVERSITY

Mendiola, Manila

College (1999 - 2003)

RAMON MAGSAYSAY (CUBAO) HIGH SCHOOL

Ermin Garcia St. Quezon City

Secondary (1994 - 1998)

PINYAHAN ELEMENTARY SCHOOL

V. Luna Road Quezon City

Primary (1988 - 1994)

WORK EXPERIENCE

CHIEF PHARMACIST

MCPC St. Therese of Lisieux Doctors
Hospital Maybunga, Pasig City
February 2012 - April 30, 2022

- *Establish and implement policies and procedures of the Pharmacy in accordance with the policies of the hospital and of the DOH and FDA.*
- *Instruct, train and supervise all employees of the Pharmacy Service Guide subordinates in work prioritization and specific task to be performed and reviewed.*
- *Prepares schedule of duties of the Pharmacy staff and submits to the office of the Medical Director for approval.*
- *Prepares requisitions of drug needs to the hospital based on the approved Annual Procurement plan.*
- *Member and secretary of the hospital's Drug and Therapeutics Committee.*
- *Assist in the evaluation of reports on ADR and Infection Control Programs*
- *Supervises the posting and checking of deliveries by suppliers to the Pharmacy for safekeeping and proper storage*
- *Control Dangerous and Regulated drug Inventory control program*
- *Perform other related functions as assigned by the Medical Director.*

REGULATORY PHARMACIST

Britton Marketing Distribution
August 1, 2007 - September 6, 2010

- *IN charged of all activities related to the licensing and registration of the Company's present and future products.*

CHARACTER REFERENCES

DR. JOSE CHRISTOPHER G. SANCHEZ

Medical Director
0917-5638971

DR. LYDIA ANNE Z. LABRO

Anesthesiologist
0943-7091572

DR. MANOLO A. LEE

Internist
0977-8277488

DR. ALICIA P. SANTOS

Hospital Administrator
0917-5302244

- *Ensured that the company complies with all legal requirements.*
- *Keeping update and collate company documents that may be required for the accreditation of the company with different clients.*

STAFF PHARMACIST

Saint Therese Hospital

Armal Bldg. C. Raymundo Ave. Maybunga,
Pasig City

October 2005 - December 2006

- *Assumes the functions and responsibilities of the Head Pharmacist in her absence.*
- *Assists the Head Pharmacist in the supervision of Pharmacy activities or perform other duties relating to the preparation, care, distribution, inspection of drugs and supplies.*
- *Fills up prescriptions and dispenses drugs.*
- *Records and files prescriptions and maintains for the required number of years as prescribed by law.*