



## Emily Rose Magbago Gasang

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*Present Address:*

Población Manticao,9024, Misamis Oriental, Philippines

### Basic Information

Age : 32  
Birth Date : September 14, 1990  
Gender : Female  
Civil Status : Single  
Nationality : Filipino  
Height : 5ft  
Weight : 50kg  
Religion : Catholic

### Educational Attainment

Jun 2007 – April 2011      **B.S INFORMATION MANAGEMENT (Information System)**  
Bachelor's / College Degree  
ILIGAN MEDICAL CENTER COLLEGE

December – April 2011      **SCHOOL TECHNICAL SUPPORT**  
(ON THE JOB TRAINING)  
ILIGAN MEDICAL CENTER COLLEGE

June 2017 – April 2018      **PROFESSIONAL EDUCATION**  
Vocational Diploma / Short Course Certificate  
ILIGAN MEDICAL CENTER COLLEGE

**Skills**      **Computer literate**  
**Microsoft office literate**  
**Basic Computer trouble shooting**  
**Office Equipment trouble shooting (printer/scanner/xerox machine)**

**Languages**      English | **Arabic**

### Work Experience

**Date**      April 2015- July 2016  
**Position**      **Medical Record Clerk**  
**Company**      Afras Trading And Contracting Company  
**Project**      Maternity And Children Hospital Jeddah Saudi Arabia

**Duties and responsibilities:** I am medical record clerk I was assign in Pediatric Outpatient Department, my duty is to prepare the patients files in 35 clinics daily, each clinic have a maximum of 30 patients and minimum of 5 patients, inputting all the files in the database before giving to clinics and receiving calls. I am assigning also in confidential files like police cases and also I am the one who inventoring files. Patient privacy is the most important, that's why as a medical record clerk I only give the file to doctor and nurses and track all the records inside and outside the medical office.

**Date** December 2013- August 2015  
**Position** **Porter/Messenger**  
**Company** Afras Trading And Contracting Company  
**Project** Maternity And Children Hospital Jeddah Saudi Arabia

**Duties and responsibilities:** After from being housekeeping assistant supervisor my head supervisor transferred me as porter upon the request of head nurse. I am porter my duty is to make admission file of the newborn babies, requesting patients' files. My duty also is to help the nurse transferred the patient to recovery ward. Also, I help preparing beds for incoming patients, getting medicines, giving blood sample to laboratory. Following instructions of the nurse and doctors.

**Date** March 2013- December 2013  
**Position** **Assistant Housekeeping Supervisor**  
**Company** Afras Trading And Contracting Company  
**Project** Maternity And Children Hospital Jeddah Saudi Arabia

**Duties and responsibilities:** As a assistant housekeeping supervisor, my duty is to help my supervisor in maintaining the cleanliness of the hospital I am responsible in paper works also scheduling. I do also clean if we are understaffing. I assist and always monitored the cleaner to make sure there is no complaint from the patient, doctors and nurses. Giving instructions on how to use the new cleaning product or machines. As a assistant housekeeping supervisor this job is very challenging to me because i give them order's what to do and also my co worker is different nationalities(sri lankan, Nepali, Bengali, Indians) meaning different culture and behavior, to avoid troubles with them ill make sure to listen to them, respect their feelings, give them fair treatment, assist them in work and most important treat them as a family.

**Date** **September 2018 up to present**  
**Position** **Owner**  
**Company** **CHEKOY RESTO BAR**

**Duties and responsibilities:** As resto owner I have to be hands-on on my business, Cleaning, Serving the guest, cooking and supervising my employee.