

DORIETHEE M. COCJIN, R.N.

Blk 24 Lot 11 Bistek Velle II Kaligayahan St. Novaliches Q.C

Cellular: +639222411681 / Tel: 84422084

Email: dorothy.mira@yahoo.com



QUALIFICATIONS

- Registered nurse with excellent trainings and knowledge in providing holistic care.
- Possesses good interpersonal and communication skills and manages multi-tasking effectively.
- Has zest for learning, high stress tolerance and willing to be trained.

EDUCATIONAL BACKGROUND

College:	Our lady of Fatima University 1 Esperanza Street, Hilltop Mansion Lagro, Quezon City 2002-2006 B.S in Nursing
High School:	Lagro (Annex Payatas) high School Molave Street Payatas B. Quezon City 1997-2001
Elementary:	Commonwealth Elementary School Commonwealth Avenue, Quezon City 1991-1996

OTHER WORK EXPERIENCE

Position:	Staff Nurse
Date Covered:	July 02, 2018 – at present
Company:	Novaliches District Hospital Quirino Highway San Bartolome Novaliches QC

- Maintaining accurate, complete health care records and reports.
- Administering medications to patients and monitoring them for side effects and reactions.
- Assessing, implementing, planning, evaluation patient nursing care plans.

Position:	Hemodialysis Staff Nurse
Date Covered:	October 9, 2017 – July 09, 2018
Company:	Eagle Rock Dialysis Center L150 Blk 57 Reynaldo St. Nagkaisang Nayon Novaliches QC.

Position:	Hemodialysis Staff Nurse at Dialysis Center
Date Covered:	April 5, 2017 – July 2017
Company:	Provident Medical Health Care and Services Inc. #99 Don Manual Agregado St. Sta Mesa Heights, QC

- Responsible for taking patient vital sign and monitoring health condition during and after dialysis.
- Maintains patient confidence projecting them by keeping information confidential.
- Develop and implement nursing care plans.
- Maintain medical records and submit to the management from time to time.

Position: General Secretary cum. Receptionist / Order Clerk
Date Covered: June 3, 2013 – February 28, 2015
Company: **Wait Valet Parking The Pearl Qatar**
(Al Shafi Group of Company)
Doha Qatar City

- Responsible to keep the office organized, makes sure the appointments and schedule are kept straight and manages. To help the company to run efficiently.
- Making schedules for staff and arranging counters ticket and money.
- Secretary and Receptionist to the counter.
- Responsible for counting every day sales money and ticket sequences.

Position: Secretary and Receptionist / Order Clerk
Date Covered: June 1, 2012 – June 2, 2013
Company: **Shape and Style Salon, Wyndham Regency Hotel Branch**
Doha Qatar City

- Responsible in making appointments and arranging schedules for the hair dresser.
- Completes requests by greeting customer, in person or on the telephone.
- Maintain salon supplies inventory by checking stock to determine inventory level.
- Encoding everyday sales report and send emails.

Position: Asst. Pharmacist
Date Covered: November 7, 2008 to September 15, 2010
Company: **MERCURY DRUG.**
7 Mercury Ave., Cor. E. Rodriguez, JR Bagumbayan Q.C

- Assist licensed pharmacist with selling and preparing medication to patients in retail also in drugstores.
- Responsible for handling clerical functions in the pharmacy.

Position: Attendant/ Lecturer
Date Covered: July 2007 to February 2008
Company: **NUGA BEST (Acupressure Therapy Center)**
Unit 105 Continental court,47 Annapolis Greenhills,
San Juan city 1502

- Provide customer/ Clients assistance, guide them and teach them how to use Nugabest bed properly.
- Conduct clients interview as part of screening process for proper assistance, gathering their data provide continuous follow-up assistance,
- Conduct medical research and study regarding spinal anatomy. Health and diseases as support in daily lectures. Integrate and analyze topics to be discussed in the seminar, Motivate clients to have continuous/everyday treatment.

TRAININGS/SEMINARS ATTENDED

- **Hemodialysis Nurse Training Program**
St. John Biocare & Dialysis Center
2nd Flr. Casman Building, 1198 quezon Avenue, Quezon City Metro Manila, Philippines
➤ Date Issued : July 26 – September 8, 2017
- **Nursing Standards on Intravenous Practice at Lung Center of the Philippines**
(ANSAP) No. 1 Diamond St. cor. A Rodriquez Ave., Carmel V Subd. Tandang Sora,Q.C
➤ Date Issued : February 28 – March 2, 2017
- **CAREGIVING NC II**
Manilaphil Skills Institute Inc.
1150 Angel Linao St., Corner San Andres St. Malate, Manila
➤ Date Issued : February 15 ,2017
- **Nursing Skills Enhancement Course at FDM Training Center**
4/F Medical Arts Building Fe Del Mundo Medical Center
➤ Date Issued : January 7- 8, 2017
- **Standard First Aid and BLS Adult CPR / AED for Lay Rescuers**
Philippine Red Cross Quezon City Chapter – Date 5 City Hall Compound QC
➤ Date Issued : December 19 - 23,2017

PERSONAL DATA

Date of Birth:	September 21, 1984
Place of Birth:	Padada Davao del Sur
Religion:	Roman Catholic
Civil Status:	Married
Age:	35

I hereby that the above information are true and correct to the best of my ability and belief.



DORIETHEE M. COCJIN
Applicant Signature