

NAJIA PAOLA ARMAS DE GUZMAN
#445 Brgy. San Jose, Urdaneta City, Pangasinan, Philippines
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OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational goals.

PERSONAL INFORMATION

Full Name : Najia Paola Armas de Guzman
Sex : female
Date of Birth : September 16, 1993
Age : 29
Height : 5'4
Weight : 62 kgs.
Civil Status : Single
Religion : Roman Catholic
Nationality : Filipino
Languages known : English, Filipino, Ilocano and Pangasinan
Interest : Music, dancing, reading, networking, sports, travelling, helping others.
Personal features : Eagerness to learn, hard-working, work endurance, creativeness and willing to work overtime.

SKILLS

Knowledge of the following field of specializations: Microsoft Word and PowerPoint
Good Interpersonal Relationship and Communication Skills.

EDUCATIONAL ATTAINMENT

Tertiary : **URDANETA CITY UNIVERSITY**
Bachelor of Science in Nursing
San Vicente West, Urdaneta City, Pangasinan
April 2014

Secondary : **URDANETA CITY NATIONAL HIGH SCHOOL**
San Vicente West, Urdaneta City, Pangasinan
April 2009

Primary : **SAN JOSE ELEMENTARY SCHOOL**
Brgy. San Jose, Urdaneta City, Pangasinan
April 2005

WORK EXPERIENCE

St. Andrew's Nursing Home (Henderson)

Staff Nurse

303 Henderson Road Singapore 108931

March 27, 2023 – Present

Urdaneta District Hospital (196 bed capacity)

Staff Nurse

General Ward

Dilan-Paurido, Urdaneta City, Pangasinan

December 2017 – March 25, 2023

JOB DESCRIPTION

- Provide direct quality care to patients including daily monitoring, assistance with mobility needs, recording and evaluating of medical conditions.
- Develop a rotational system for managing the care of patients in the department.
- Taking vital signs and assists physicians in daily rounds and wound dressing.
- Inserting Nasogastric tube and Indwelling Foley Catheter, IV therapy and administering medication.
- Provides patient and/or family education in accordance with established guidelines.
- Conducting transfer of patient from hospital to another hospital.

Urdaneta District Hospital

Staff Nurse

Pediatric Ward, Obstetric Gynecology Ward, Isolation Ward, Surgery Ward, Medical Ward, Outpatient Department and Delivery Room (Monthly rotation)

Dilan-Paurido, Urdaneta City, Pangasinan

May 2017 – November 2017

Urdaneta District Hospital

Volunteer Nurse

Pediatric Ward, Obstetric Gynecology Ward, Isolation Ward, Surgery Ward, Medical Ward, Outpatient Department and Delivery Room (Monthly rotation)

Dilan-Paurido, Urdaneta City, Pangasinan

April 2016 – February 2023

TRAINING AND SEMINAR ATTENDED

International Dysphagia Diet Standardization Initiative (IDDSI) "A Global Initiative to Improve for the People with Dysphagia"

Zoom Meeting

May 04, 2023

Training on National Guidelines on Nursing Management of NGT

Google Meet

April 28, 2023

Vascular Disease (CVD AND Heart Disease) Risk Reduction through Multiple Risk Factor Management
Zoom and livestream.upm.edu.ph
May 26, 2022

Orientation and Values Development
Sison Auditorium Lingayen, Pangasinan
July 2-3, 2019

Practice through Surgical Proficiency: Tools to Combat Surgical Site Infection
Operating Room Nurses Association of the Philippines, Inc.
Ciudad Elmina, Bacayao Norte, Dagupan City, Pangasinan
October 5, 2018

Lactation Management Education Training
Urdaneta District Hospital
January 23-24, 2018

Intravenous Therapy (IVT) Training
Pangasinan Provincial Hospital
Bolingit San Carlos City, Pangasinan
July 24, 25, 26, 2015

Medical Transcription (MT) NC II
ScribeFast Medical Transcription Training Center
Technical Education and Skills Development Authority (TESDA)
Units 317 & 319 P7C Fernandez Building
Perez Boulevard, Dagupan City, Pangasinan
February 2-13, 2015

Personal and Professional Enhancement Program
Guidance and Counseling Office
Urdaneta City University
San Vicente, Urdaneta City, Pangasinan
March 5-6, 2014

Mass Casualty Incident (MCI)
Community Health Education Emergency Rescue Services
Urdaneta City University
San Vicente, Urdaneta City, Pangasinan
September 22, 2012

First Aid with Disaster Management and S.T.A.R.T Triage
Community Health Education Emergency Rescue Services
Urdaneta City University
San Vicente, Urdaneta City, Pangasinan
September 22, 2012

CPR Pro for the Professional Rescuer

Community Health Education Emergency Rescue Services
Urdaneta City University
San Vicente, Urdaneta City, Pangasinan
September 21, 2012

ECG Reading and Interpretation

Community Health Education Emergency Rescue Services
Urdaneta City University
San Vicente, Urdaneta City, Pangasinan
September 20, 2012

CHARACTER REFERENCES

Nelia Baltazar, RN

Nurse Supervisor
Urdaneta District Hospital
+63 916 253 4070

Mary Eleanor Mayo, RN, MAN

Chief Nurse
Urdaneta District Hospital
+63 917 516 4736

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.

Najia Paola Armas de Guzman
Applicants Signature