



KAYREEN CLAVEL

REGISTERED NURSE

A dedicated school nurse and admin assistant with 9 years of experience working in a British International School in the Philippines, advancing the well-being of students and staff within the school environment. A self-driven and enthusiastic person who is willing to learn new skills, take on more responsibilities, and excels in a fast-paced environment, and work to complete tasks.

 +63-920-125-9061

 kayreensadsad@gmail.com

 Makati City, Philippines

SKILLS

- First Aid and medical skills
- Documentation Skills
- Computer literate (Microsoft Office and Google Suites)
- Communication Skills
- Problem-solving skills
- Independent
- Teaching skills
- Fast learner

LANGUAGES

- Filipino
- English

WORK EXPERIENCE

CIE British School - Makati

School Nurse/Admin Assistant, 2014 - Present

- Provide health services to students, and staff members.
- Promoting student healthcare and establishing a safe environment for students and staff members.
- Enforce health management protocols and procedures.
- Managed inventory of clinic supplies, books, and uniforms.
- Answers personal, phone calls, and emails for school queries.
- Assist front desk with students' enrollment, book distributions, and purchase of uniforms
- Assist teachers during classes.
- Organized school programs and activities.
- Communicate with suppliers and partners.
- Assist HR in payroll and employment processing.

Philippine Red Cross (Makati)

Volunteer/Fund Raising Department Assistant, 2012-2014

- Organized fundraising events
- Communicate with donors and sponsors
- Volunteer phlebotomist during bloodletting activities
- Volunteer First Aid instructor which educates employees of different companies (e.g. hotels, and gyms).
- Volunteer first aider (ambulance)

EDUCATION

Global City Innovative College, 2006-2010

Bachelor of Science in Nursing

Board Passer - Philippine Nursing Licensure Exam, 2010