

REGALADO JR S. BUSBUS

Current Address: 7284 King Abdulaziz Rd., Al Montazah, Ras Tanura, Saudi Arabia 32819

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❖ CAREER PROFILE:

Accomplished administrative assistant with almost a decade of experience working in oil and gas, community services, and government support projects. Proven record of excellence in office administrative support, file and document management, calendar & scheduling management, and customer service. Strong communication skills, able to work under pressure and collaborate with a team.

❖ EXPERIENCE:

Post-Graduate Internship Program, ProCare Riaya Hospital

October 2023 - Present

Nurse Aide/Patient Care Assistant/Caregiver
Al Khobar, Saudi Arabia

- ❖ Assisted a team of nurses in the Emergency Room in measuring and documenting vital signs. Performs errands by transporting stat specimens to the laboratory and obtaining supplies as necessary. Assist outgoing patients in the reception area by providing directions and guides to complete the procedure.
- ❖ Assisted nurses with procedures and treatments in wound care and changed dressings as needed to improve circulation and reduce the risk of infection.
- ❖ Assisted nurses in providing patients with ADLs (such as eating, bathing, and personal hygiene) in the long-term care ward with 13 beds. Assisted to performed turning and repositioning bedridden patients, changing soiled under-pads, diapers, bed linings, and blankets.

Administrative Assistant/Clerk

July 2017 – Present

Saeed R Al Zahrani Corporation (SRACO)
Dammam, Saudi Arabia

November 2020 – Present: Administrative Clerk

RT Residential & Recreation Services Division, Saudi Aramco

- ❖ Undertake the scope of work as Administrative Clerk for Ras Tanura Recreation and Residential Services Division, Saudi Aramco to perform clerical, and secretarial skills to the Manager, Supervisor, and customer relationship concerns. Administered complex meeting calendars of the Manager and Supervisor.
- ❖ Handles operations weekly major highlights activity report, contractor evaluation report, and close communication follow-up for urgent projects in a timely and effective manner.
- ❖ Earned an "Awesome Employee for September 2021" for the contribution, successful management of documentation, and outstanding performance that led to an increase in the organization's KPI.

July 2017 – October 2020: Administrative Assistant

Climate Change Office, Ministry of Energy

- ❖ Undertake the scope of work as Administrative Assistant for the Climate Change Office, Ministry of Energy to provide support for four Sr. Advisors, and three Sr. Staff in preparing drafts, coordinating Inter-agencies responses, department memos, and letters to the government agency offices.
- ❖ Administered complex meeting calendar of the Chief Negotiator, handled local and international business travel of four Sr. Advisors, and three Sr. Staff on processing visa applications, handled travel order submissions, and international expenses submittals using CRM.
- ❖ Earned two Certificates of Appreciation for providing administrative support in various activities of the successful 2020 G20 Riyadh Summit and 2017 UNFCCC: COP23 Global Summit held in Bonn, Germany.

Document Controller

August 2014 – May 2017

Br. C.A.T. International Company Limited (Br. CAT)
Haradh, Saudi Arabia

- ❖ Undertake the scope of work as a Document Controller and Project Secretary for the Haradh Satellite Field Development, Saudi Aramco to perform the administrative works, clerical, and secretarial skills to the Supervisor, Project Engineers, and 60+ unit personnel in the PMT Site Office.
- ❖ Act as the focal point for contractor document submission, distribution, follow-up document review, and response from the Project Inspection Department (PID). Assists in reviewing, compiling, and correlating engineering data and as-built drawings through QMS.
- ❖ Earned Quality Performance Recognition for active and successful implementation of a Quality Management System for the Haradh Satellite Field Development Project, Saudi Aramco.

Assembly Worker

May 2011 – August 2014

Fujitsu Die-tech Corporation of the Philippines
Laguna Technopark, Binan, Laguna, Philippines

- ❖ Responsible for assembling Automated Teller Machine (ATM) parts, production monitoring, and meeting daily output targets to be supplied for day and night shift production.
- ❖ Handle and lead the line process of four team personnel and Implement safety procedures. Making sure the finished production output for QC/QA Inspection meets the customer delivery and shipment schedule.

Production Worker

Aug. 2010 – Jan. 2011

TERUMO Philippines Corporation
Laguna Technopark, Binan, Laguna, Philippines

- ❖ Operate cutting machine for Urinary Drainage Bag. Ensure production readiness, perform minor maintenance troubleshooting. Handle sealer machine, ensure medical safety procedure and maintenance cleaning.
- ❖ Manage production material requests, supply stocking for the entire UD Section, and ensure production hourly/daily output achievement.
- ❖ Performed Visual Quality Inspection for the finished production of urinary drainage bags, catheters, and cannulas. Ensure proper packing, batch labeling, and production input for warehouse transfer and delivery.

Shop Technician Staff

Nov. 2007 – June 2010

SIManTx Computer and Communication Shop
Rotonda, Pasay, Philippines

- ❖ Provided computer, and printer repair at the shop and on-site customer service. Assist shop customer with their documents, inquiries, and requests. Handle shop technicians scheduling for onsite customer service.
- ❖ Proactively manage material and supply purchasing without overstocking. In addition, direct business relation and distribution of company literature to stimulate client interest and sales leads.

❖ CERTIFICATIONS:

Basic Life Support CPR & AED Provider

American Heart Association (AHA), Al Khobar, Saudi Arabia
Expiration Date: July 21, 2025

Front Office Service Certificate

Technical Education and Skills Development Authority (TESDA), Taguig, Philippines
March 2021 - April 2021

Meeting Management, Time Management, Strategic Thinking & Customer Focus Certificates

Harvard Manage Mentor, Harvard Business School Publishing
March 2021 – July 2021

❖ SKILLS:

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|---|---|
| ❖ Administrative and Clerical Support | ❖ Analytical and Critical Thinking Skills |
| ❖ Calendar and Scheduling Management | ❖ Communication & Interpersonal Skills |
| ❖ File, Documentation and Recordkeeping | ❖ Time and Organizational Skills |
| ❖ Basic Life Support (CPR & AED) Provider | ❖ First Aid Provider |

❖ EDUCATIONS:

Extensive Caregiver, Patient Care Assistant & Certified Nurse Aide Program

Total Care International (TCI), Al Khobar, Saudi Arabia
December 2022 – July 2023

Bachelor of Science in Information Technology

Northeastern Mindanao Colleges (NEMCO), Surigao City, Philippines
June 2005 – September 2005

- ❖ Completed 21 Credits in Information Technology.

❖ LANGUAGES:

- ❖ **Tagalog** (Native)
- ❖ **English** (Advanced)