



# Kitch Grace Lala – Linazan

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## CAREER OBJECTIVE

To pursue a career in nursing, medical, office administration and/or customer service that will enable me to use and develop my skills and acquire new ones necessary to achieve company goals. I am a dedicated professional benefiting from experience. I am resourceful, responsive to change whilst achieving company objectives.

## SUMMARY OF QUALIFICATION

A focused and physically fit individual with a good track record of successfully identifying, planning, implementing, and evaluating the nursing care requirements of patients. I am able to demonstrate a consistent standard of nursing care and am more than able to contribute to the continuing development of professional nursing practice in a hospital or workplace setting. I am able to work autonomously and committed to the physical and mental wellbeing of my patients

## PROFESSIONAL EXPERIENCE

**Occupational Health & Safety Nurse / HR & Systems Manager**  
**Dalco International Ltd**  
**Lae, Morobe Province, Papua New Guinea**  
**August 17 2015 – May 26, 2023**

### Medical

- Give first aid treatments and proper medications to employees as needed
- Observe and record the symptoms and condition of a patient
- In case of any accident, accompany the injured employee to the nearest hospital
- Maintain medical and other related records of all employees
- Examine and make sure that the sick employees submit fit certificate
- Organize regular medical examinations of all employees
- Enroll candidates for Health Card and Group Insurance on a regular basis
- Monitor absence patterns especially Sick Leave, and visit employee if needed
- Prepare medical reimbursement report each month
- Monitor the stock inventory of medicines and other necessary supplies from time to time
- Provide Health Awareness to staff
- Assess. Plans, implement and evaluate health status of employee

## PERSONAL PROFILE

Age: 40 yrs. old  
Born: 04/27/1983  
Passport: P8107313B  
Expiration: 11/0/2031  
Status: Married

## LANGUAGES KNOWN

English, Tagalog,  
Hiligaynon

## EDUCATION

### B.S. Nursing

Riverside Medical College  
Philippines  
2000-2004

### High School Diploma

E.B. Magalona Nat'l High School  
Philippines  
1992-1996

### Recognized Nursing Qualification

Philippine Nurses Licensure Examination  
June 5-6 2005

## **STRENGTHS**

Highly Organized

Team Player

Adaptable to new environments

Innovative thinker

Ability to manage multiple tasks

Well versed in various computer skills

## **Administration/ Recruitment/Payroll**

- Advertises for additional staff in local bulletins or through Ad releases in the newspapers
- Screens application forms of interested parties
- Schedules applicants for interviews
- Orient new hires regarding the company's policies, rules and regulations
- Prepare contract of employment or appointment
- Assist in the processing of work permit and cancellation of expatriate employees
- Prepare Expat Training Report for renewals of work permit
- Update/Maintain/Generate attendance report
- Ensures the maintenance of all payroll data in Attaché
- Checks all-time records for tardiness, overtime, etc.
- Prepares/computes deductions from salaries of employees commensurate to their absences and under time
- Process time records for salary and other adjustments to take up in the employee's pay
- Prepares salaries and pay slips
- Calculate and process entitlements based on company rules and regulation
- Prepare documents such as clearances and certifications for resigning employees

## **Trainee Nurse - Pablo O. Torre Memorial Hospital Philippines**

**November 03, 2008 - January 31, 2009**

### **Duties:**

- Observing and recording the condition of patients
- Monitor a patient's condition by taking temperatures, pulse, respirations/weight
- Arranging patients' admissions and discharges
- Taking the handover from a previous shift
- Making sure all equipment's are sterilized and ready before procedures and treatments
- Identifying ways to grow and develop the nursing services
- Assist Senior RNs for care of patients
- Prepare and give medications as prescribed by the Resident Doctors
- Assess. Plans, implement and evaluate total patients care
- Communicate with Senior RNs about what is required for patients care
- Provides medical treatment and personal care to patients in hospital setting

## **Private Duty Nurse (PDN)**

February 2007 - August 2008

Provide primary and focused nursing care and implement care plans that are specialized to individual medical needs in a private home setting.

### **Duties:**

- Observing and recording patient's health condition.
- Monitor a patient's temperatures, pulse, respirations/weight
- Arranging patients' schedule for personal check up.
- Assists patient in daily activities.
- Prepare and give medications as prescribed by Physician.
- Assess. Plans, implement and evaluate total patients care
- Identifying ways to grow and develop the nursing services
- Communicate with family and personal physician about what is required for patients care
- Provides medical treatment and personal care to patients in home setting

## **Volunteer Nurse - Cadiz District Hospital**

Cadiz City Philippines

August 2006 - November 2006

### **Duties:**

- Observing and recording the condition of patients
- Monitor a patient's condition by taking temperatures, pulse, respirations/weight
- Arranging patients' admissions and discharges
- Taking the handover from a previous shift
- Making sure all equipment's are sterilized and ready before procedures and treatments
- Assist Senior RNs for care of patients
- Prepare and give medications as prescribed by the Resident Doctors
- Assess. Plans, implement and evaluate total patients care
- Communicate with Senior RNs about what is required for patients care
- Provides medical treatment and personal care to patients in hospital setting

## **KEY SKILLS COMPETENCIES**

Having the drive and determination required to deliver the highest possible standard of care to patients

Varied medical experience in a hospital setting

Familiar with computerized patient's information systems

Experience working with clients with complex needs and care coordination

Keeping abreast of changes in Nursing and also understand current challenges in the Profession Willing to learn and be developed within a successful business model.

## PROFESSIONAL DEVELOPMENT / TRAININGS

The Doctors Hospital Inc.	IV Therapy Training Program March 15 – 17, 2013
Philippine Red Cross	Standard First Aid & Basic Life Support – Cardio Pulmonary Resuscitation w/Automated Defibrillator Training June 08 – 12, 2015

## REFERENCES

### **Janice Quinto**

Sales & Marketing Manager  
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### **Eddie Russel Gadong**

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