

ROSARY D. SANDOY

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PROFESSIONAL SUMMARY

Compassionate and dedicated caregiver with a versatile background encompassing roles as a Nursing Aide, Insurance Agent/Cashier, and Pharmacy Assistant. Adept at providing empathetic and personalized care to individuals, I bring a unique blend of healthcare and customer service expertise. Experienced in assisting with activities of daily living, administering medications, and ensuring the overall well-being of those under my care. My background in insurance and cashiering further enhances my ability to understand and meet the diverse needs of individuals. Eager to leverage this combined skill set to deliver exceptional caregiving services, fostering a supportive and enriching environment for those in need.

SKILLS AND ABILITIES

- Patient Care
- Attention to Detail
- Time Management
- Communication Skills
- Medication Management
- Organizational Skills
- Physical Skills
- Customer Service
- Safety Awareness
- Flexibility
- Multitasking
- Adaptability

WORK EXPERIENCE

Cebu Doctors University Hospital | Philippines

2021 - Present

Position: Nursing Aide

- Assisted with activities of daily living, including bathing, dressing, and grooming, ensuring the comfort and well-being of patients.
- Monitored and recorded vital signs, reporting any significant changes to the nursing staff for further assessment.
- Provided emotional support and companionship to patients, fostering a positive and caring environment.
- Assisted in the mobility of patients, implementing proper lifting and transfer techniques to prevent injuries.
- Contributed to the maintenance of a clean and organized patient care environment.
- Followed prescribed care plans under the guidance of nursing staff, ensuring accurate execution of medical and hygiene procedures.
- Reported observations and concerns regarding patient conditions to the supervising healthcare team.
- Supported patients with prescribed exercises and rehabilitation activities as directed by physical therapists.

Travellers Insurance & Surety Corporation | Philippines

2018 - 2020

Position: Insurance Agent / Cashier

- Provided excellent customer service by addressing inquiries, processing transactions, and resolving issues promptly.

- Explained insurance policies, coverage details, and premium options to clients, ensuring a clear understanding.
- Assisted clients in selecting appropriate insurance plans based on their needs and financial considerations.
- Processed insurance claims, guiding clients through the claims submission process and facilitating timely resolutions.
- Maintained accurate and organized financial records, including cash handling, receipts, and transaction documentation.
- Collaborated with underwriters and insurance carriers to obtain policy information and ensure accurate policy issuance.
- Addressed customer concerns and inquiries related to insurance coverage, policies, and billing matters.

The Generics Pharmacy | Philippines

2010 - 2011

Position: Pharmacy Assistant

- Assisted pharmacists in dispensing medications, ensuring accuracy in dosage and proper labeling.
- Managed pharmacy inventory, including receiving, storing, and organizing medications and supplies.
- Processed prescription orders, entering relevant information into the pharmacy system for accurate record-keeping.
- Interacted with customers, providing information on medications, addressing inquiries, and offering guidance on proper usage.
- Prepared medication orders, including counting, measuring, and packaging medications according to prescription requirements.

TRAININGS AND CERTIFICATIONS

- Caregiving NC II, 2021 - 2026
- Basic Life Support / CPR with AED, 2021
- Oxygen administration and Ventilation, 2021
- Emergency First-Aid, 2021
- On-The-Job Training as Pharmacy Assistant at Quality Drug Store, 2007

EDUCATION

UHA Caregiver Academy | Philippines
Caregiver

2021

Southwestern University | Philippines
Bachelor of Science in Pharmacy

2009