

MARISSA A. MOLE

Health Care Worker/Personal Support Assistant/Home Carer

Reliable and skilled **Healthcare Worker/Personal Support Assistant** with over 5 years experienced in the Health Care industry and in the office. Excels in handling direct nursing care to patients, able to serve field clinics, hospital and office as well. Efficient, passionate and team player and always willing to learn.

WORK EXPERIENCED:

1998 – present **HEALTH CARE ASSISTANT**

Foursquare Medical Ambassadors, Quezon City, Philippines

- Experienced in direct care to patients in field (provincial-rural) clinics and in hospital.
- Lead and guide team of 10-15 Medical personnel during provincial clinics to serve the community.
- Implement delegations depending on field of specialization. (Medical/ Dental/ Optical/ Surgery & others services) e.g. Grooming and Health Orientation.
- Participants in maintaining working areas and always implement sterility at all times.
- Monitored logistic report for clinics supplies, transportation, food and lodging and other miscellaneous during trips.
- Responsible for all clinic reports and update for follow up.

2004- 2007 **NURSING ASSISTANT** (part-time)

San Lorenzo Ruiz Hospital Naic, Cavite, Philippines

- Attends to activities of daily living such as bathing, changing linens, toileting, food preparation and feeding.
- Evaluates the condition of patients by getting the history of the illness, prepares and sends specimens to the laboratory.
- Creates and maintains good relationship with staff, receives, endorsements and instruction from the Head and provides comfortable and therapeutic environment.
- Assist with rehabilitative and recreational activities designed to enhance clients' physical, social and mental well-being.

EDUCATION:

March 1988 undergraduate	Bachelor of Science in Nursing Brokenshire College	Davao, Philippines
March 1989 (2Years Course)	Bachelor of Science in Secretarial Administration Davao Central College Davao, Philippines	Certificate received
March 1998 (4Years Course)	Bachelor of Theology Foursquare Bible College Quezon City, Philippines	Diploma received
May 2004	CAREGIVER /HEALTHCARE ASSISTANT VGB Training Center, Quezon City, Philippines <i>Caregiving & For Emergency</i> <i>Response for Disasters and Calamities</i>	Certificate received

OTHER WORK EXPERIENCED:

1997 – 2013 **OFFICE –FINANCE SECRETARY** (over 5 yrs in service)

Church of the Foursquare Gospel in the Philippines Southeast Luzon District

Being an **Office Clerk/Admin/Secretary-** Doing chronological filing, answering calls, setting appointments, assess clients Monthly Statistics & Financial Report and coordinate monthly Events, Annual Programs and do regular correspondence. Having plus task in Basic Accounting routine.

PERSONAL INFO:

Address:

#72 B AFP Rd., Veterans Village, Brgy. Holy Spirit, Quezon City, Philippines

Phone: +63 (02)

0947-7741381

Email:

marizmole@yahoo.com
marizmole5@gmail.com

SKILLS:

Experienced,
Team player
Hard worker
Dependable
Promote independence
Passionate
Interpersonal skills –
Excellent

INTEREST:

Travel
Sports

ACHIEVEMENTS:

- 10 yr. & beyond
AWARDEE
- LOYALTY AWARD

LANGUAGE:

Filipino
Native Visayan
English