

Majalyn Manalo, BSN, RN

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Employment Objective: To be part of a globally recognized institution where I can use my acquired knowledge and skills as well as learn from other internationally competitive staff.

Summary of Achievements and Qualifications:

- ✓ Licensed Nurse by the Philippine Regulations Commission
- ✓ Adaptable and flexible individual with advanced communication skills in English.
- ✓ Works well independently and as a part of a team.
- ✓ Knowledgeable with hospital machines and equipment
- ✓ Proficient in computer applications such as MS Office Suite, email, web browsing programs, and Windows operating systems.

Relevant Work Experiences:

Day Shift Nurse

Micael and Catherine Calatrava (European/ American Family) – From newborn to toddler

Feb 21, 2022 – March 31, 2023

Job Description:

- Handling a newborn (including supporting the baby's neck)
- Hygiene and safety (changing diapers, bathing, dressing, etc.)
- Feeding (bottle- and breast-feeding support and burping techniques)
- Cleaning the umbilical cord
- Tips and advice for soothing the baby
- Sleep routine, Day time routine
- Holistic approach to colic and gas issues, digestion issues (e.g. acid reflux)
- Observe children's behavior for irregularities, regular checking of body temperature, administer medications as prescribed by the doctor with mother's knowledge
- Assisting and educating the mother the importance of breast feeding.
- Assisting postpartum mother
- Prepare and execute plans for parent's nutrition and sleep patterns.
- Recording of inputs and outputs
- Educate parents on bottle feeding support and newborn care essentials such as bathing, swaddling, calming, massaging and stimulating the body
- Scheduling doctor's appointment/vaccination and taking the baby to the doctor alone when parents are not available
- Scheduling follow up check-up when needed
- Scheduling playdates and fun activities
- Going to baby class, swimming class, and language class
- Travelling with the family

Night Shift Nurse

Nicolas and Britney Payne (American/ British Family) – From newborn to 11 months
February 04, 2021 – January 05, 2022

Job Description:

- Handling newborn baby
- Cleaning the umbilical cord
- Feeding (bottle - breastfeeding supports and burping techniques)
- Holistic approach to colic and gas issues
- Regular checking of the body temperature
- Administer medications as prescribed by the doctor
- Sleep routine

Covid 19 Response Nurse

Corniche Drive Thru Testing Center, Abu Dhabi SEHA/Aspen Medical
May 27, 2020 – Sept. 23, 2020

Job Description:

To provide ongoing support to clinical operations during the COVID-19 pandemic and to work within the drive- thru environment as part of a multi-disciplinary team that will:

- Ensure/Perform PCR testing training is completed in line with the local training delivery programme.
- Ensure/Perform DPI testing training is completed in line with the local training delivery programme.
- Ensure/Perform blood collection sample completed in line with the local training delivery programme.
- Support COVID-19 testing training and provision by assisting with the collection and analysis of testing.
- Provide ongoing support into flu season.
- Maintain infection control measures to a very high standard.
- Promote the business interests through a professional delivery of service and an awareness of new initiatives.
- Ensure patient confidentiality at all times.
- Ensure that line managers are promptly informed of any evolving risks or issues in relation to service delivery.
- Proficiently deliver thermo scanning at point of entry at client sites as required working to a governed process.

Main Duties and Responsibilities:

- ✓ Knowing, promoting, implementing and following up the universal hygiene standards/ precautions, bio- hazard prevention and infection control, security rules and other protocols and procedures in the premises and ensuring high standards of hygiene in the work environment and respecting medical secrets and confidentiality at all times.
- ✓ Organizing and carrying out care and treatments according to medical prescriptions and participating in health education of the patient (and family) when necessary.
- ✓ Ensuring patients are properly received and attended.
- ✓ Getting swab samples and arranging it according to facility policy.
- ✓ Getting DPI samples and performing analysis.
- ✓ Carrying and supervising administrative procedures and documents (fill in patient's files, forms, consumptions, statistics, registers, files, etc.) ensuring an appropriate written/oral handover, and reporting any problematic situations and cases that may arise.
- ✓ Participating in data collection and keeping supervisors informed.

- ✓ Participating in the department-related equipment control and maintenance (quality and its functioning, storage conditions, follow-up of expired drugs inventories, stock takes of medicines and material at every team changeover ensuring no material is taken out of the area without prior authorization, etc.)
- ✓ Perform cleaning and minor maintenance for biomedical equipment used. Following the user manual and protocols and alert supervisor in case of malfunctioning.
- ✓ Supervising and training new nurses, cleaners and other related staff under one's supervision, ensuring teamwork and adherence to all appropriate protocols and procedures

Other Responsibilities:

- ✓ Implement strict rules on infection prevention and control.
- ✓ Adhere to the strict infection prevention and control guidelines that is present in the area in order to ensure that onward transmission of the disease is mitigated.
- ✓ Ensure correct PPE (Personal Protective Equipment) will be provided to all staff working in the facility and training will be provided to ensure the staffs are able to carry out their daily tasks.

Day Shift Nurse

Micael and Catherine Calatrava (European/ American Family) – From newborn to toddler

March 14, 2017 - April 20, 2020

Job Description:

- Handling a newborn (including supporting the baby's neck)
- Hygiene and safety (changing diapers, bathing, dressing, etc.)
- Feeding (bottle- and breast-feeding support and burping techniques)
- Cleaning the umbilical cord
- Tips and advice for soothing the baby
- Sleep routine, Day time routine
- Holistic approach to colic and gas issues, digestion issues (e.g. acid reflux)
- Observe children's behavior for irregularities, regular checking of body temperature, administer medications as prescribed by the doctor with mother's knowledge
- Assisting and educating the mother the importance of breast feeding.
- Assisting postpartum mother
- Prepare and execute plans for parent's nutrition and sleep patterns.
- Recording of inputs and outputs
- Educate parents on bottle feeding support and newborn care essentials such as bathing, swaddling, calming, massaging and stimulating the body
- Scheduling doctor's appointment/vaccination and taking the baby to the doctor alone when parents are not available
- Scheduling follow up check-up when needed
- Scheduling playdates and fun activities
- Going to baby class, swimming class, and language class
- Travelling with the family

Staff Nurse, Riyadh Military Hospital, KSA

Medical Services Dept. of Ministry of Defense and Aviation (1500 Bed capacity)

July 2008 - May 2012

Area of Concentration: Male Surgery (30 beds) - Endocrine, Gastro-abdominal, Vascular, Plastic, Integumentary, Thoracic and Ophthalmology

Clinical Details:

- Provides direct patient care to assigned patient using the nursing process and following agreed hospital policies and procedures.
- Assist in doctor's round and medical staff with patient examination and treatment.
- Administer drugs as per hospital policies.
- Documents nursing care and communicate effectively with other health care personnel
- Escorts patient to and from other department in accordance with hospital policy.
- Assumes the role of nursing advocates.
- Participates in patient/family teaching and discharge planning.
- Administer blood and blood products as per hospital policy.

Cases Handled:

- ✓ Patients with cancer of head of the pancreas who underwent Whipple's procedure.
- ✓ Patients with Carcinoma of stomach who underwent exploratory Laparotomy, Hemicolectomy, Colostomy/ Jejunostomy formation.
- ✓ Patients with Carcinoma of esophagus who underwent Esophagectomy, Neck Dissection, Stomach pull-up, and Jejunostomy formation.
- ✓ Patients with Severe Peripheral Vascular Disease who underwent Below Knee Amputation.
- ✓ Patients with Varicose Veins who underwent High Vein ligation and stripping.
- ✓ Morbid Obesity who underwent Gastric bonding.
- ✓ Patients with severe burn contraction who underwent skin grafting.
- ✓ Patients with Bilateral inguinal hernia who underwent repair.
- ✓ Pilonidal Sinus and Hemorrhoid who underwent excision.
- ✓ Patients with Acute and Chronic Pancreatitis who underwent T-tube insertion.
- ✓ Patients with Gall stone who underwent Laparoscopic/ open Cholecystectomy.
- ✓ Patients with Acute Appendicitis who underwent Appendectomy.
- ✓ Patient receiving Total Parenteral Nutrition (TPN), Heparin infusion, Insulin infusion, Alberto's regime, etc.
- ✓ Patients with Diabetic foot and Severe Decubitus ulcer who underwent debridement and application of VAC Machine.
- ✓ Patients with Cataracts; Glaucoma; Eye trauma and infections and other eye disorders who underwent repair.

Machines and Equipment Handled:

•IMED Gemini PC-2TX • Critikon Dynamapp • Welch Allyn Thermometer and Dynamapp • Flexiflo Enteral Nutrition Pump • Laptop/ desk top computers • Printers • Accu-check glucometer • Suction machine • Anti-DVT Machine • VAC Machine • ECG Machine • Portable Doppler Machine (Nicolet vascular) • Drager monitoring machine • Braun IV Infusion Machine •

Education & Professional Development:**Licensure Examination for Nurses**

Philippine Regulations Commission (PRC), Manila

November 29 & 30, 2009

Bachelor of Science in Nursing

Nueva Ecija Colleges, Cabanatuan City

Academic Year 2003-2007

Cabiao, National High School

Cabiao, Nueva Ecija

Academic Year 1992-1996

San Antonio Bagong Buhay Elementary School

Cabiao, Nueva Ecija

Academic Year 1986-1992

Trainings Attended:

- ✓ Basic Life Support, 5/8/2020
- ✓ Advance Cardiac Life Support, 5/3/2020
- ✓ Rapid ECG Interpretation, 4/26/2020
- ✓ International Patient Safety Goals, 4/22/2020
- ✓ Covid 19 Awareness Program, 4/26/2020
- ✓ Infection Control Fundamentals, 4/24/2020
- ✓ Clinical Management of Covid 19 Infection, 4/29/2020
- ✓ Covid-19 Responder Theory Program, 4/29/2020
- ✓ Skill Refresher Course for Covid 19 Responder, 5/27/2020
- ✓ Donning and Doffing of PPE and IV Cannulation, 5/2/2020

References and letters of reference shall be provided upon request.