

GLOBELYN C. GALVAN
Hamdan Street, Ariya Boutique flat #804
Mobile #: +971 569271447
E-mail ID: globe.galvan@gmail.com
Skype ID: globelyn21
LinkedIn: Globelyn Galvan

SKILLS SUMMARY

- Worked as a Nurse Assistant for 2 years in a Surgical and OB-GYNE clinic
- Worked as Pharmacy Aide in a Private hospital for 10 months
- Worked with GP Dentist as a Dental Nurse for 2 years
- Currently working with Prosthodontist and Implantologist as a Dental Nurse since 2018 up to present

PROFESSIONAL EXPERIENCE

Dental Nurse (Assisting Prosthodontist and Implantologist)

May 2018 to Till Date

Smile First Dental Clinic, Abu Dhabi

1. Provide chair-side assistance to dentists and in the performance of dental procedures
2. Prepare, sterilize, organize, and set up dental equipment. Ensure that all dental instruments are cleaned, dated, and processed according to established clinic guidelines and standards.
3. Develop and process dental radiograph in accordance with guidelines, assists in the monitoring and maintenance of radiation safety procedures and protocols.
4. Follow and maintain all relevant regulations, guidelines, policies, and standards for the provision of dental clinical services.
5. Order and maintain inventories of treatment room supplies.
6. Maintains dental laboratory result and create and maintains dental records in accordance with established procedures.
7. Collect and record patient health histories.
8. Patient management during dental procedures includes receiving patients for treatment, positioning chair and placing dental bibs
9. Identify intra oral dentistry.
10. Assist with basic restorative, periodontal, endodontic and surgical extraction procedures
11. Maintain a field of operation during dental procedures through the use of retraction, suction, irrigation, drying, placing and removing of cotton wool balls etc.
12. Prepare dental materials, cements, composite, and impression materials.
13. Demonstrate an understanding of disease control and prevention guidelines.
14. Demonstrate knowledge of ethics/jurisprudence and patient confidentiality.
15. Demonstrate knowledge and practice of basic life support techniques and principles.
16. Apply effective communication techniques with a variety of patients and provide patients with preventative and oral hygiene instruction.
17. Demonstrate knowledge and practice of Prevention and management of dental medical emergencies.
18. Maintain a professional and responsible approach to all duties.
19. Work cooperatively with other Clinic staff in a positive team approach.

Dental Nurse

November 2014 – November 2016

NORA MEDICAL POLYCLINIC, ABU DHABI

1. Assisting dentists and other dental care professionals in the practice.
2. Careful sterilizing of dental instruments to ensure sterile conditions.
3. Managing the clinic specialist dentist diary.
4. Taking notes from dentists' dictation for a patient's records.
5. Explaining to patients what their treatment entails.
6. Making appointments and taking payments
7. Supervising trainee dental nurses
8. Administrative duties like maintaining a patients' dental record.

PHARMACY AIDE:**November 2013 –September 2014****SALVADOR GENERAL HOSPITAL**

1. Accept prescriptions for filling, gathering and processing necessary information.
2. Answer telephone inquiries, referring callers to pharmacist when necessary.
3. Greet customers and help them locate merchandise.
4. Operate capsule or tablet counting machine that automatically distributes a certain number of capsules or tablets into smaller containers.
5. Provide customers with information about the uses, effects, and interactions of drugs and out of stock items.
6. Receive, store, and inventory pharmaceutical supplies or medications, check for outdated medications, and notify pharmacist when inventory levels are low.
7. Unpack, sort, count, and label incoming merchandise, including items requiring special handling or refrigeration.
8. Maintain and clean equipment, work areas, or shelves.

NURSE ASSISTANT:**July 2011 – November 2013****SALVADOR CLINIC (Surgical & OB-Gyne)****SURGICAL:**

1. Getting Basic Information and Vital Signs of the patient for base line data
2. Giving Health Teachings with the supervision of licensed personnel
3. Assisting the surgeon in dressing the wound of the patient
4. Preparing the instruments and assisting the surgeon in minor operations like excision, circumcision and suturing

OB-GYNE:

1. Assist and work under the direction of a gynecologist
2. Monitor the Vital Signs of the pregnant mother and the baby and report to the physician for any abnormality.
3. Prepare the patient for any examination ordered by the physician.
4. Take good care of the mother and the baby before and after the delivery.

EDUCATIONAL QUALIFICATIONS**EDUCATIONAL BACKGROUND:****TERTIARY LEVEL:**

Bachelor of Science in Nursing
Pines City Colleges

Magsaysay Avenue Baguio, City
2010- Graduated

SECONDARY EDUCATION:

Tarlac College of Agriculture
Malacampa Camiling, Tarlac
2006- Graduated

PRIMARY EDUCATION:

Camiling East Central Elementary School
Cacamilingan Norte Camiling, Tarlac
2002 - Graduated

TRAININGS / SEMINAR ATTENDED:

Basic Life Support Cardiopulmonary Resuscitation Training for Health Care Providers
Philippine Red Cross-Baguio City Chapter, Training Center
July 22-23, 2010

First Aid Training Standard
Philippine Red Cross-Baguio City Chapter, Training Center
July 19- 21 & 24, 2010

5th Student Nurses' Congress
Theme: "Winning Attitude to Success in Nursing"
Burgos Gymnasium, Saint Louis University, Baguio City
February 06, 2010

REFERENCES

Reference Name: Arlene Sto Domingo Hilario
Title: HR Manager
Company name: Salvador Clinic
Street Address: Luna Street Camiling Tarlac, Philippines
City, ST ZIP: 2306
Telephone #: +639178426474
Email: ma.arlenehilario@yahoo.com

Reference Name: Arlene Sto Domingo Hilario
Title: HR Manager
Company name: Salvador General Hospital
Street Address: Luna Street Camiling Tarlac, Philippines
City, ST ZIP: 2306
Telephone #: +639178426474
Email: ma.arlenehilario@yahoo.com

Reference Name: Dr Sarda
Title: Owner
Company name: Nora Medical Polyclinic
Street Address: Friends and Curtains Building Airport Road Abu Dhabi, UAE
City, ST ZIP: 82401
Telephone #: +971504446011
Email: noramedical@gmail.com

Reference Name: Fahad Mohammad Omar Abdulla Balbahaith
Title: CEO
Company name: Smile First Dental Clinic
Street Address: M01 Millenium Supermarket Building TCA Abu Dhabi, UAE
City, ST ZIP: 00000
Telephone #: +971504466495
Email: fahadbalbahaith@gmail.com / fahad.b@alnomani.ae