

# JENALYN CAMAT

#095 St, Butuanan Brgy. Gatid Sta, Cruz Laguna (Philippines)

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## PERSONAL SUMMARY:

A conscientious, polite and hardworking healthcare assistant. Able to converse in a polite manner and carry out the routine healthcare task required by patient. Contributes extensively to team work and always displays a willing and helpful manner able to follow up clear instructions & work as part of the ward carrying out duties required during a shift. Possessing the required inter-personal and communication skills needed to work in partnership with nurses, medical staff, patients and relatives.

## KEY SKILLS AREA:

- Communication Skills
- Good following procedures
- Flexible & Adaptive
- Trustworthy, mature, & honest
- Calm under Pressure
- Physical fitness

## EDUCATION:

**Course/Degree:** Caregiver Professional Diploma

**School name:** Filipino Institute

**School Address:** Manama Kingdom of Bahrain

**Complete School year:** 6 months Completed (2022)

**Course/Degree:** Bachelor of Science Biology

**School Name:** Laguna State Polytechnic University

**School Address:** Bubukal Sta. Cruz, Laguna Phil.

**Complete School year:** 4 years Graduate (2013)

## WORK EXPERIENCE:

**Position/Job Title:** Healthcare Assistant (HCA)

**Company/Employers name:** Ibn Alnafees Hospital - Emergency Department (ER 24hrs)

**Company Address:** Kingdom of Bahrain

**Complete Tenure Date:** October 22, 2019 – October 03, 2023

### Job Description:

- Assist the Geriatric Patients (Stroke, Bed ridden, Dementia, Bone Fracture, Pressure ulcer, Alzheimer), emergency, Paediatric, Surgical, mental health/psychiatric, community respiratory.
- Providing care to patients under the direct supervision of Registered Staff.
- Take patients vitals Blood Pressure, Body Temperature, Pulse etc. Answer patient's call bells. observed and monitor patients status.
- Make bed and maintain patient's room, Make patients feels comfortable and Medication Reminder.
- Serve meal trays, Feed or assist in feeding of patient and assist patient with menu selection, and weigh, lift, turn and position patient.
- Bathe, dress, groom patients and shave patients prior to operations, supervise patients, exercise routines.
- Assist with collection of urine samples, stool or sputum samples documents and specimen.
- Transport patient by wheelchair or stretcher for treatment or surgery.
- Maintain inventory of supplies; Check the flow of the store every day..
- Documents within a timely manner aftercare provision of the patient daily record as per their care plan; to be completed before the end of shift, communicate & handover the next duty staff regarding to patient.
- Assist with the set-up and maintenance of traction `equipment, cleaning or sterilizing equipment, maintaining and repairing equipment and assembling, setting-up and operating job-related equipment.

**Position/Job Title:** Patient Care Executive

**Company/Employers name:** Dar Alshifa Medical Center

**Company Address:** Kingdom of Bahrain

**Complete Tenure Date:** March 1, 2019- October 16, 2019

**Job Description:**

- Perform analytical and data entry task
- Answering patient calls, emails and question, including finding insurance estimates
- Respond to patient concerns timely and ensure patient satisfaction
- Develop patient care plan based on physicians assessment information
- Assist the patient/clinicians in a friendly and professional manner
- Responsible for ensuring all patient files and hospital information kept at the front desk are kept safe and confidential at all times
- Ensures all communication with patients is professional and friendly at all times
- Suggest process improvements to enhance patient services

**Position/Job Title:** Server

**Company/Employers name:** Pasta Express Restaurant

**Company Address:** Kingdom of Bahrain

**Complete Tenure Date:** October 5, 2017-February 25, 2019

**Job Description:**

- Primary responsibility is a customer service and greet guest with welcoming smile
- To assist the guest on their order and serve them at all times
- To deliver the best service possible set by the company and exceed customer expectation as possible
- To maintain the integrity of the restaurant and the company
- To help and assist MOD in the closing procedures.
- Maintain cleanliness set by the restaurant and the company
- Assist other team members in their workloads if possible.
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**Position/Job Title:** Research and Development (R&D)

**Company/Employers name:** Mikolas Trading Corporation

**Company Address:** Calamba City Laguna Philippines

**Complete Tenure Date:** October 2, 2015 – May 6, 2016

**Job Description:**

- Perform clerical, Answering of telephones, Encoding/typing, Checking of email
- Responsible for creative design, Coordinate to Bio-chem
- Development of new design materials and device structures
- Identification and development of materials and process analysis and monitoring metrology
- Analysing electrical test data obtained from these prototypes and providing feedback learning to the team
- Negotiating and communicating product specification with the customer
- Monitors product movement and reconciles audit findings
- Responsible in filing document and safekeeping, Ensures that all reports are submitted timely

**Position/Job Title:** Assistant Continuous Improvement (CI)

**Company/Employers name:** Sonion Phil. Inc.

**Company Address:** Calamba City Laguna Philippines

**Complete Tenure Date:** February 6, 2015 – August 24, 2015

**Job Description:**

- Perform clerical/ Answering of telephones, Assist in process training and Facilitate problem solving methods for kaizen.
- Participate on improvement projects and events, provide improvement coaching & mentoring, Increase rate of improvement in daily activities and Increase effectiveness of solution.
- Identification, evaluate and implement individual or small team work place and work process improvements

**Position/Job Title :** Final Visual Inspection (QA)

**Company/Employers name:** Ividen Phil. Inc.

**Company Address:** Batangas Philippines

**Complete Tenure Date:** July 4, 2014– January 9, 2015

**Job Description:**

- Product process ,Supervise the production process , Accept or reject finished items
- Inspect the items defect or non-defect to microscope /machine, Operate electronic inspection equipment and software and Responsible in final receiving of product
- Perform regular quality assessment on all incoming materials from vendors and outgoing products for shipping
- Recommend adjustment to the assembly or production process, Encoding / typing the result of product
- Measure product dimensions examine function and compare the final product to the specification and Report inspection and test data such as weights temperature, grades, moisture content and quantities inspected

**Position/Job Title:** Line Inspector (QA)

**Company/Employers name:** NXP Semiconductors Phil.

**Company Address:** Cabuyao Laguna Philippines

**Complete Tenure Date:** November 5, 2013– April 30, 2014

**Job Description:**

- Answering customer concern regarding of complain, Inspect and test ,measure materials of product being produced and Inspect the items defect or non-defect to microscope /match
- Resolve quality related issues in an timely manner, Prepare reports and submit to managers
- Monitor operation to ensure that they meet production standard
- Remove all product and materials that fail to meet specification
- Inspect and test ,measure materials of product being product
- Documents inspection outcomes by completing detailed reports and performance records

**CERTIFICATIONS:**

- Caregiver Certificate
- Health Care Assistant Certificate
- Basic Life Support Certificate (B

**LANGUAGES:**

- English
- Tagalog

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION ARE TRUE AND CORRECT TO THE BEST OF KNOWLEDGE.**

**JENALYN A.CAMAT**

Applicant