

# MA LORAINÉ LIBRADA AMARANTE

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241 PUROK 3, CABUYAO, Philippines, 4025

## EDUCATION

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### **BS Pharmacy**

Arellano University • Manila, Philippines

Oct 2017 - Dec 2020

## SKILLS

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- Computer Literate (knows how to use MS Word, Excel, PowerPoint)
- Can edit different designs for announcements, tarpaulins, invitations, or other events
- Fluent in English
- Can work under pressure
- Flexible (can do multiple tasks)

## WORK EXPERIENCE

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### **Pharmacy Assistant**

Healthway QualiMed Santa Rosa • Sta. Rosa, Philippines

2022 - Present

- Enter clients' information and prescription details in databases
- Assess prescriptions for completeness
- Help pharmacists and other pharmacy staff with preparing, packaging and labelling of pharmaceutical products
- Assist in maintaining inventories of medications and pharmaceutical products
- Compound oral solutions, ointments and creams
- May process medical billing information
- May price and stock items on shelves.
- Receiving of deliveries of medicines and vaccines
- Maintain prescription and inventory record-keeping systems.
- Attention to detail
- Patient Counselling

## VOLUNTEER WORK

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### **Volunteer Student**

Mercury Drug Operation Bigay Lunas • Calamba, Philippines

Giving medicines, assist the people to their corresponding needs and monitor/checking of blood pressure

### **Administrative Assistant**

SP Power Media • Cabuyao

2013 - 2022

- Responsible for the daily online Church announcements and promotions
- Responsible for Church PowerPoint Designs and Livestreams also for the props and managing events in Church like Holy Week Altar decorations, managing of processions (guiding people and the Karos of the Saints), Christmas decorations inside and outside the Church, suggesting designs for the Fiesta in the Church
- Helping the Admin for the Monthly Meeting
- Helping in Raising Funds for the Organization (selling of food or candles or booklets to buy a laptop)
- Create a booklet
- VMix operator for livestream events in church

### **Usherette**

2012 - 2015

Ushers and Collector's Ministry Jrs. • Cabuyao, Philippines

- Ushers and greets the people that come to Church
- Serve as a member of the organization and became Vice President year 2013 – 2014
- Usher people to their seats or offering them a seat, offer people to have mass collection/offering
- Guides people inside and within the vicinity of the church.

## **AWARDS AND HONOURS**

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<b>Drum and Lyre Band Member Awardee</b>	2014
<b>Helpful Student</b>	2014
<b>Liturgical Service Awardee</b>	2014
<b>Student Catechist of the Year</b>	2014