



## **GLENN Y. VILLARMIA**

042-D CPG North Ave., Taloto District  
Tagbilaran City, Bohol Philippines 6300  
CONTACT NO. 0909 659 5992  
Email-add: [biosagape@gmail.com](mailto:biosagape@gmail.com)

---

---

### **OBJECTIVE:**

- To hone my skills and capabilities and implement high performance by gaining diverse challenges in work experience.
  - To be excellent in the field of marketing.
- 

### **EDUCATION:**

Level	School Attended	Inclusive Years
Tertiary:	<b>University of San Carlos (TC)</b> Talamban, Cebu, Philippines <b>Bachelor of Science in Nursing</b> Graduated	2006 – 2010
Secondary:	<b>Holy Cross Academy</b> Poc Oriental, Tubigon Bohol Philippines	1999 – 2006
Elementary	<b>Batasan Elementary School</b> Batasan, Tubigon Bohol Philippines	1993 – 1999

## **Working Experience:**

1. Area Marketing Consultant at **Carehealth Plus Systems International, Inc.**  
Tagbilaran Branch, Bohol Philippines (AUGUST 2017 TO FEBRUARY 2024)  
**6 years & 6 months**

### **DUTIES AND RESPONSIBILITIES:**

- Generate Letter of Authorization (LOA) for clients who wants to avail our healthcare services for emergency cases or OPD in the assigned area
- Perform basic assessment such as blood pressure monitoring for walk in clients/visitors who inquire our healthcare services
- Explain the benefits and procedures of our offered healthcare services
- Facilitate client's hospital admission arrangement or discharge billing process
- Conduct trainings to generate sales associates in the assigned area
- Regularly visit companies within the assigned area to assist health related concerns as their healthcare provider representative
- Monitor our bills from our partner healthcare institutions in the area to maintain a harmonious partnerships
- Provide weekly and monthly reports about marketing status in the area

2. Review Ambassador at **Dr. Carl E. Balita Review Center (CBRC)** Cebu City Philippines (JUNE 2016 – JUNE 2017) **1 year**

### **DUTIES AND RESPONSIBILITIES:**

- Prepare review modules
- Conduct diagnostic tests to assess the student's level of learnings
- Conduct discussion about a particular topic for Nursing Licensure Exam prep.
- Facilitate summative and formative exams for the enrolled students
- Provide questions upon entry as a ticket for review sessions
- Conduct research for new trends about related topics to include in the lessons
- Obtain marketing strategies to generate more enrollees
- Assist national review Professors during the review sessions

3. Staff nurse at **Adventist Hospital Cebu**, Philippines (NOVEMBER 2015 – JUNE 2016) **7 months**

### **DUTIES AND RESPONSIBILITIES:**

- Provide high quality patient care
- Plans and renders individualized quality nursing bedside care
- Assesses patients' current conditions by taking physical exam comprehensively
- Assists patients in their activities of daily living such as grooming and hygiene
- Administers medication to the right patient, route, frequency, and dosage
- Conducts patient teaching; post-operation and discharge instructions
- Participates in seminars and other related studies to improve nursing care

- Develop nursing care plan to maintain health and safety of the patients
- Manage emergency cases or injuries
- Identify hazards and provide a solution
- Assist with the continuous development of co-workers
- Proper documentation of illnesses, injuries and development of patients

**4. English as a Second Language (ESL) Instructor at Cebu English Language Learning Academy (CELLA) Cebu City, Philippines (DECEMBER 2012 UNTIL AUGUST 2015) 2 years & 8 months.**

**DUTIES AND RESPONSIBILITIES:**

- Present lessons in a comprehensive manner
- Provide instructions to students by promoting interactive learning
- Create and distribute educational content
- Assess and record student's progress and provides grades and feedbacks
- Maintain an orderly and tidy classroom
- Manage student's behavior in the classroom

**5. Admin Assistant and Credit Investigator at Health Station Enterprises, Inc. Cebu City Philippines (MAY 2011 TO NOVEMBER 2012) 1 year & 6 months.**

**DUTIES AND RESPONSIBILITIES:**

- Investigate credit standing and financial history of clients for installment payment
- Collect debts from defaulters with penalty charges
- Actively work to maintain and improve portfolio quality and prevent loss
- Undertake personal visit to confirm residential and business addresses
- Process credit application after confirmation of financial status
- Process and/or approve invoices for payments
- Monitor and maintain current inventory levels of the products

**6. Teacher at Cebu Math and English Study Center Corp. Cebu City Philippines (DECEMBER 2010 TO MARCH 2011) 3 months**

**DUTIES AND RESPONSIBILITIES:**

- Present lessons in a comprehensive manner
- Provide instructions to students by promoting interactive learning
- Create and distribute educational content
- Assess and record student's progress and provides grades and feedbacks
- Maintain an orderly and tidy classroom
- Manage student's behavior in the classroom

## **TRAININGS, SEMINARS & AWARDS:**

- 48 hrs. Emergency Medical Responder Class by American Safety & Health Institute (ASHI) Approved Certification
  - CPR Pro (BLS) by (ASHI Approved)
  - Advance Cardiac Life Support (ACLS) (ASHI Approved)
  - Telemetry Nursing Seminar
  - Basic ECG Interpretation and 12 Leads ECG Diagnostic STEMI Workshop
  - Basic Airway Management – Intubation Training and Seminar
  - 3 Days Basic Intravenous Therapy Training by ANSAP
  - Awareness, Recognition, Empowerment Seminar for Area Marketing Consultants
  - Top 1 Nationwide as Credit Investigator December 2011
- 

## **CHARACTER REFERENCES:**

1. **Name: Reynarciso N. Camacho**  
Position: Branch Manager  
Company: Carehealth Plus Systems International, Inc.  
Contact Number: 0938 078 1767
  
2. **Name: Charles Mark H. Uybengkee**  
Position: Area Marketing Manager  
Company: Carehealth Plus Systems International Inc.  
Contact Number: 0917 628 0889
  
3. **Name: Engr. Jerry Baay**  
Position: CEO/Owner  
Company: 4J's Construction and Supply  
Contact Number: 0930 888 3544