ISABELLE O. COLIS

130 Sabroso Subd., Balusong Ext., Manga St., Matina Davao City 8000 Philippines
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OBJECTIVE

To find a job that fits my professional qualifications and enables me to enhance my knowledge and skills. To provide services in accordance with accepted standards of practice in the health care profession.

To find a job that fits my baking skills.

SKILLS & ABILITIES

- With good interpersonal and communication skills.
- Result oriented, hardworking, honest, and willing to work for long hours.
- Able to work in different with minimum supervision.
- Proficient in performing Ultrasonography Exams
- With experience in hospital and skilled nursing facilities environment.
- Can speak, write, and understand English language.
- Computer Proficient.

EXPERIENCE

Self Employed Belle's Kitchen December 2021 up to Present

Detailed duties and Responsibilities:

- Prepare dough for pies, sweet goods, and batters for muffin, cookies mixture, and cakes sponges according to recipes or special orders ahead of time.
- Bake mixed doughs and batters.
- Draw up production schedule to determine the type and quantity of goods to produce.
- Oversee the standards of baked goods.
- Check the quality of the baked products before delivering.
- Taste the baked products to check if the taste is good or bad.
- Evaluate appearance of cake if it is appealing to customers and it is eye-catching.
- Use and maintain baking machinery (Tools and Equipment)

Equipment

- Use the following:
- Electric Mixer which automates the repetitive tasks of stirring, whisking, or beating.
- Dough Mixer for kneading large quantities of dough.
- Food Processor for chopping, mixing, or pureeing foods.
- Make sure that the machine is clean and dry before using to avoid electric shocks.
- Check socket of every machine to be used before operating, for it might be damaged.
- Must have knowledge to operate the machine before using or ask for assistance if in doubt for safety precaution.

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Tools

- Use the following
- Rubber Spatula for blending food or removing it from cooking vessels such as pans, bowls, or cans.
- Cake Turner for rotating cakes when decorating them.
- Pastry Brush to spread butter, oil or glaze on pastries
- Baking pan for baking or cooking cake sponges.
- Baking Sheet where baked goods such as cakes and pastries, are placed and put into an oven.
- Use dry tools in preparing the ingredients to avoid easy spoilage of the baked products and to avoid cross-contamination.

- Frost and/or decorate baked goods
  - Decorate cakes accordingly for special occasions such as anniversaries and birthdays or upon requested designs of customers.
  - Use the following different frostings on coating or fillings for cakes:
    - Fondant–a thick paste made of sugar water and often flavored or colored, used in making candy and decorations of cakes.
    - For cakes using fondant, roll and flattened the dough for at least ¼ inch.
    - Coat the sponge with butter cream before putting the flattened fondant so that it will stick on the sponge.
    - Use cutters to make some designs like flowers, butterflies and leaves on the cakes.
    - Icing –a sweet, often creamy glaze used to cover or decorate baked products.
    - Spread the icing into the cake using a spatula
    - Use decorating tips or pastry tips for cakes
  - These are nozzles on the end of a pastry bag that the frosting or filling is forced through to apply it to cakes, cookies, or pastries.
  - There are many different sizes and designs available, which will allow you to make most any type of design and allow you to do a lot of creative decorating.
  - Some of the common tips are the round tip for line work and writing, an open star tip for borders, a closed star for flower shapes, and the leaf tip for leaves and other border designs.
  - Make additional designs for pastries such as letterings using pastry bag with a round tip on its nozzle which are written on capital letters or in cursive.

Davao Adventist January 18, 2023 up to Present

Part Time Ultrasound Technologist

Performs Ultrasound examinations for out patients and in patients such as Upper and Whole Abdomen Study, KUB, Pelvis, Breast, Thyroid , and Testes.

Types initial reports for final review of the Consultant Radiologists.

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Ultrasound Technologist II, King Abdulaziz Medical City (National Guard Health Affairs)
MARCH 11, 2007 – Aug. 19, 2021

- Performs ultrasound examinations for general examination: abdomen (upper and lower), pelvis: transabdominal and transvaginal scan, kidneys/ureters/bladder and prostate, ob-gyne cases (Fertility/follicular work up and fetal aging).
- Performs ultrasound examinations for small parts: Thyroid, Breast and Knee.
- Performs Doppler Study: Abdominal Doppler, Renal Doppler, Upper and Lower limb Doppler Arterial and Venous Compression Study, Valve Incompetence Study for reflux Carotid Doppler and Neck Veins. Doppler for Testes and Ovaries.
- Calls the ward and informs the nurses in charge for the preparation of the in-patients scheduled for ultrasound examination for the following day.
- Performs portable ultrasound examination in In-patients with contact isolation and with MRSA, unstable patients in ICU and CCU, pediatric ultrasound in NICU.
- Does initial reports for all the ultrasound examinations prior to official report of the Resident Radiologists, Staff Physician Radiologists and Consultant Radiologists.
- Uses PACS System and Best Care System in registration, sending and archiving images for diagnosis of the reporting doctors.
- Responsible for cleaning the ultrasound machines including the accessories like the probes and the filters.
- Responsible for deleting the cases in the hard disk memory of the ultrasound machines after the cases have been sent in PACS System.
- Responsible for checking and stocking the supplies needed in each ultrasound room like ultrasound gel, white sheets, ultrasound condom, kidney basin, bed pans, male urinals, draw sheets, linens, blankets, pillowcases, laundry bins and etc.
- Does daily and monthly statistics for number of patients and number of examinations during the person in charge is on leave.
- Does on call duty for Emergency cases.

Radiologic Technologist, Consultant Radiologists Center, Co. Ltd. **October 28, 2004 -October 28, 2006**
ULTRASOUND

- Operates ultrasound machine.
- Performs ultrasound examinations: upper and lower abdomen, kidneys/uretes/baldder, prostate, pelvis (transabdominal and transvaginal scan), ob-gyne cases (fetal aging and viability), breast, thyroid, doppler of lower limbs venous and arterial.

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- Assists Cardiology Doctors in performing echocardiogram and Consultant Radiologists in Carotid Doppler.
- After scanning patients send and prints images in laser dry view printer.
- Changes draw sheets, linens, and towels for each patient.
- Cleans the ultrasound machine and ultrasound probes.
- Checks the supplies needed for ultrasound like ultrasound gel and ultrasound condoms, T-Spray, white sheets, paper rolls, etc.
- Types ultrasound official report after the Radiologist made the initial report.

X-RAY

- Operates x-ray and fluoroscopy machine.
- Performs general x-ray: chest, ribs, skull series, shoulder, cervical spine, lumbosacral spine, coccyx, arm, forearm, elbow, hand, wrist, foot, thigh, leg, pelvis, and hip.
- Performs routine radiograph for Special Procedures with contrast media: Esophagogram, Upper GI Series, Barium Enema and Hysterosalpingogram.
- Instructs patient to remove metallic articles like jewelry as needed in area of interest and to wear examination gown.
- Prepares things needed for special procedures like the contrast media, syringe, butterfly needle, kidney basin, beta dyne solution, forceps, tong, alcohol swab and plaster.
- Mixes the barium sulfate (for esophagogram and upper gastro-intestinal series).
- Cleans the x-ray table, x-ray control console, x-ray cassettes, automatic processor, and rollers.
- Mixes the chemical for automatic processor.
- Discards the spoiled draw sheet, linen, pillowcase and patient gown.
- Types the radiological reports.

MRI

- Operates MRI machine.

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- Performs basic MRI examination: cranial, cervical spine, shoulder, lumbosacral spine and knee.
- Checks the patient form and makes sure that it is completely filled up.
- Instructs patient to remove all metallic articles before entering the examination room and asks the patient to wear examination gown.
- Prepares and cleans the necessary frequency coil for each examination.
- After scanning the patient sends and prints images in the laser dry view printer.
- Calibrates the laser dry view printer for warm up before starting a patient.
- Types the radiological report

Davao Doctors Hospital
Bone Mineral Densityl Dental and Ultrasound Technologist April 2002 – Oct. 2004

ULTRASOUND TECHNOLOGIST

- Encodes patient data and information of patient.
- Instructs outpatients for the preparation needed prior to ultrasound study.
- Calls the nurses station and discuss with the nurse in charge for the preparation of inpatients for ultrasound or if there is no preparation needed for the schedule of the patient.
- Operates ultrasound machine and assists Resident Radiologists and Consultant Radiologists in performing ultrasound examinations.
- Assist Consultant Radiologists performing ultrasound guided procedures like Fine Needle Aspiration and Biopsy for Thyroid, Breast, Ascetic Tapping for ascites and Ultrasound Guided Thoracentesis.
- Prepares things needed for ultrasound guided procedures like syringes, needles, kidney basin, etc.
- Print images in thermal paper for diagnosis of the Consultant Radiologists in performing ultrasound examinations.
- Transfer images in CD-R from the hard disk memory of the ultrasound machine and delete patients in the directory of the ultrasound machine after images have been transferred.
- Cleans ultrasound machines, filters, and probes.
- Discards the spoiled draw sheets, linens, pillowcases, and towels.

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BMD and Dental Xray Tech

- Operates Bone Densitometry Machine.
- Calibrates BMD machine at the start of the day prior to use.
- Performs BMD exams (Whole Body, Spine, and Forearm).
- Instructs each patient to fill up the questionnaire prior to scanning.
- Instructs the patient to remove all the metallic articles like jewelry and to wear the examination gown.
- Types the radiological report.
- Operates periapical and panoramic x-ray machine.
- Performs periapical and panoramic x-ray machine.
- Instructs the patients to remove the earrings and necklace for panoramic x-ray.
- Mixes the chemical and develops panoramic film in automatic processor.
- Cleans the rollers for the automatic processor.
- Types the radiological report for dental xray.

EDUCATION

Bachelor of Science in Radiologic Technology, Davao City, Davao Doctors College 1998-2002

- 12th Placer in PRC Board Exam for Radiologic Technologists, November 2002

Average: 83.40 %

INTERNSHIPS

- Davao Doctors Hospital May 2, 2001- June 1, 2001; July 16, 2001 – Oct. 5, 2001; Dec. 3, 2001 – Feb. 15, 2002
- Davao Medical Center June 4, 2001 – July 13, 2001 ; Oct. 8, 2001 – Nov. 30, 2002 Feb. 18, 2002 – Mar. 1, 2002

ACHIEVEMENTS

- Most Outstanding Radiologic Technology Intern - Davao Doctors College/Davao Doctors Hospital
- Best Intern in Ultrasonography – Davao Medical Center.
- Philippine Association of Radiologic Technologists (PART) 1998 up to Present, Member
- Radiologic Technology Student Organization 2000 – 2001, President
- Philippine Red Cross Youth 1998 – 2001, Member

ACTIVITIES

- Passed, Radiologic Technology Licensure Exam – Saudi Council for Health Specialties, K.S.A.

License Number: 05-R-T-2537 Validity: January 29, 2023

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- Passed, Radiologic Technology Licensure Exam – Professional Regulation Commission, Phils.

License Number: 0004944
Registration Date: December 12, 2002
Validity: Valid until June 16, 2027

TRAININGS AND SEMINARS

- Basic Life Support (BLS) Training and Exam , King Abdulaziz Medical City, 2008,2010,2012,2014,2016,2018 and 2020)
- "RT's Invaluable Contribution to Health Care"

Conducted by Philippine Association of Radiologic Technologists
Held at Estrada Hall, Philippine General Hospital, Ermita Manila, 2002

- "Quality Health Care 2000 and Beyond"

Conducted by Davao Doctors College, Radiologic Technology Department
Held at College Conference Hall, Davao Doctors College, Malvar St., Davao City, 1999.

- "The Role of Computer in the Advancing Radiologic Technology Profession"

Conducted by Philippine Association of Radiologic Technologists (Durian Chapter)
Held at Brokenshire Integrated Health Ministries Inc., Madapo Hills, Davao City 1998.

REFERENCES

Mrs. Jesette B. Canales, RRT
Previous Dean, Radiologic Technology Dept. Davao Doctors Hospital
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Dr. Maria Theresa Sanchez , MD, FPCR
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Dr. Tehmina Awais
Staff Physician - Radiologist (Ultrasound In Charge)
King Abduaziz Medical City (National Guard Health Affairs)
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