

LIZA ESPIRITU

| Taguig, PH | ☎ +639171608154 |

✉: lizaespiritu000@gmail.com

OBJECTIVE

Efficient, innovative, and patient-oriented nursing assistant with 10 years' experience supporting healthcare initiatives and daily hospital operations. Proactive and reliable multitasker with excellent organization skills and ability to prioritize patient needs and coordinate daily basic care needs. Highly motivated team player with excellent written and verbal communication skills, attention to details, and passion for process improvement efforts. I am looking in seeking employment at an entry level health care, or an equivalent position that will fit the experiences and skills that are mentioned below.

SKILLS

Experienced in clerical duties, data organization, word processing and inventory management control. Skills in troubleshooting minor software and computer malfunctions. I have knowledge in using Microsoft Office suites such as MS Excel, MS Word, MS Outlook, and MS PowerPoint.

EDUCATION

- ☐ **De Ocampo Memorial College, Jun 1995 – Mar 1999**
Nursing Diploma

- ☐ **Emilio Aguinaldo College, Jun 1989 – Mar 1991**
Midwifery Diploma
Professional License in Midwifery

PROFESSIONAL EXPERIENCE

- ☐ **Cardinal Santos Medical Center, Apr 2012 - Current**
Cardiovascular Technologist/Nurse Assistant

In line with my work, my duties and responsibilities are to assist and create schedules for patients in relations to Cardiovascular, Pulmonary and 2DEcho. I have enough knowledge on how to handle patients in his/her needs for their health. I am assigned to the heart station department as a Cardiovascular Technologist. I assist the cardiology doctors as well in performing consultation to patients. I'm doing an ECG and Treadmill for our patients. Because of multi- tasking skills, I was also assigned as a clinic assistant and doing an Annual Physical Exam. Our clinic caters Meralco employees and a tele-consult for our patch patients to our house physician and consultant. I am taking calls from the patients for the refill of medicines, set schedule of procedures, doing LOA and encoding of notes.

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☐ Private Duty Nurse, June 2022 – Sept 2023

Companion

Watching and caring for an 86-year-old female with an early diagnosis of dementia. I also make her drink her medicines on time. I stand as her companion and help her in household chores.

☐ Pointman Specialist Inc., Oct 2007 – Mar 2012

Nurse Assistant

As an Electrocardiogram technologist, part of my duties and responsibilities is assisting the doctors for consultation of the patients. Giving instructions if any procedure done by the patients, medications and give appointments for the next follow up. Encoding of the ECG results is also one of my duties.

EMPLOYMENT REFERENCES

Provided upon request.