

Leah Claire Mina

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Address: San Jose City, Nueva Ecija



Objectives:

To obtain a position as a Nurse where I can utilize my nursing education and experience to provide quality healthcare.

To contribute my expertise in nursing to ensure the highest level of patient satisfaction and quality care.

To apply my years of experience as a nurse while continuing to learn new techniques, treatments, and technologies within the field of healthcare.

Personal Information:

Date of birth: April 21, 1991

Civil Status: Single

Gender: Female

Nationality: Filipino

Professional Experience:

➤ **Residential Health Associate- Nursing Aide**

Vanguard Healthcare Pte. Ltd

Bukit Batok Care Home

June 4, 2019 to October 06, 2023

Duties and Responsibilities:

1. Assists in lifting, transferring and positioning of resident.
2. Assists in admission and orientation of new patients.
3. Assists the RN in giving medications.
4. Assists the RN in wound care dressing.
5. Assist the nurse in nasogastric tube insertion, and urinary catheter insertion.
6. Assist with day to day basis such as personal hygiene/grooming of resident, performing light housekeeping, bathing the patient, and diaper changing.
7. Perform and monitor vital signs such as temperature taking, blood pressure, pulse rate, SPO2 monitoring, hypo-count monitoring and document it.

8. Maintain a safe and clean environment.
9. Escalate to the nurse any emergency situations, to take immediate response.
10. Supports clinical service projects.

➤ **Staff Nurse**

Banan Specialized Medical Center
Kingdom of Saudi Arabia, Riyadh
April 28, 2015 to November 5, 2018

Duties and Responsibilities:

1. Perform consultation by assisting the Physician/Surgeon in physical examinations.
2. Assist Surgeons during the procedure of operation.
3. Responsible for the management of surgical procedure before, during and after minor or major surgery. Aesthetic surgery and reconstructive surgery.
4. Perform scrub and circulating duties.
5. Responsible for monitoring the patient situation before, during and after surgical operation and maintaining aseptic technique.
6. Responsible counts on sponges, needles, and instruments.
7. Maintain cleanliness, sterility and availability for proper function of the equipment and supplies in the operating room.
Ensure to follow standard precautions by using Personal Protective Equipment as required.
8. Provide support and proper care to the pre and post-operative patients.
9. Keeping the patient history and family history confidential.

➤ **Community Health Nurse**

City Health Office of San Jose City, Nueva Ecija
September 17, 2012 to June 30, 2014

Duties and responsibilities:

1. Perform consultation to the sick by assisting the Physician.
2. Conduct Health Teaching through parent's class.
3. Advocate the programs of the City Health Office. Immunization to the children and pregnant mother. Vitamin A and deworming program
4. Promote healthy lifestyle.
5. Establishes rapport with the client, may be individual, family or community in order to ensure good quality data.
6. Enhance partnership in addressing identified health needs and problems.
7. Perform home visit and follow up checkup cases that requires nursing care.

Educational Background:

Bachelor of Science in Nursing

Our Lady of Fatima University
Valenzuela City, Metro Manila
Mar 2012

St. Joseph School

San Jose City, Nueva Ecija
2008

United Methodist Church Learning Center

San Jose City, Nueva Ecija
2004

Licensure and Certifications:

Philippine Nursing Licensure Exam

Valid until 2025

ITE Skills Certificate in Health Care (Home Care)

Institute of Technical Education
Singapore
11 February 2022

CPR (HO) + AED PROVIDER

HM Institute of Health Science s Pte Lt.
Singapore
18 June 2019

Basic IV Therapy Training

Premiere Medical Center
Cabanatuan City, Nueva Ecija

Caring for Cancer Patients in Today's Generation

Fatima University Medical Center
Valenzuela City Metro Manila
September 30, 2011

Surpassing Challenges; Keeping Abreast of the Advanced Nursing Trends

Shield review Center
Caloocan City, Metro Manila
April 14, 2012

Essentials of Mental Health: Getting High with Psychiatric Drugs

Shield Review Center
Caloocan City, Metro Manila
February 16, 2012

First Aid Training

Telecommunication Training Institute
Valenzuela City, Metro Manila

Basic Life Support

Adult Cardiopulmonary Resuscitation Training for Lay Rescuers
Telecommunication Training institute
Valenzuela City, Metro Manila

References:**Mary Jeanielyn T.Talao, RN**

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I hereby certify that the above information are true and correct to the best of my knowledge

Leah Claire P. Mina, RN