

# Miel S. Delos Reyes

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10 Florante St. Gabriel Subd 1, Hulong Duhat; Malabon City  
0927-5642514 | michie.delosreyes@gmail.com



## Objective

A well-rounded and service-focused professional seeking the HR Manager position. Reliable and time-efficient with the ability to quickly learn new skills, adapt to change, and perform tasks independently and efficiently.

## Work Experience

### **Office of The Mayor City of Malabon**

**2022 – 2023**

*Community Relations Manager /  
Technical Support Staff*

### **CLK Medical Office (LTO Accredited Clinic)**

**2017 -Present**

*Owner*

- Preparing Doctors and employees schedule
- Making payrolls for Doctors and employees

### **DF Calls Communication**

**2017-2018**

*Hiring Manager*

- Responsible for hiring Filipino employees
- Monitoring employees schedule
- Giving employees warnings or memo if needed
- Responsible for employees payroll

### **Land Transportation Office (LTO)**

**2013 - 2016**

*Driver Examiner / Administrative Aide IV*

- Evaluating Drivers Student Permit, New Drivers License Non-Pro and Pro, Drivers License Renewal
- Giving Practical Driving Exam for applicants of New Drivers License and all Drivers License Conversion

### **Saint Mary's Regional Medical Center, Reno, NV; USA**

**2010 – 2013**

*Certified Nursing Assistant / Surgical Orderly*

- Assist patients with all aspects of daily care, including bathing, feeding, dressing, bed-making, and oral hygiene
- Monitor the temperature, pulse, respiration, and blood pressure of patients
- Helping Surgeons, O.R. Nurse and Surgical Tech to set up the operating room and also assists them in all surgical equipment that they need.

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**VA Sierra Nevada Health Care System, Reno, NV; USA** **2012 – 2013**

*Certified Nursing Assistant*

- Assist patients with all aspects of daily care
- Work with residents dealing with oxygen therapy, gastric tubes, catheter tubes, IV therapy, etc.
- Perform Range of Motion by putting splints and ambulating the residents

**Spalding Surgery Center Beverly Hills CA; USA** **2011 – 2012**

*Certified Nursing Assistant / Surgical Orderly*

- Assist patients with all aspects of daily care, including bathing, feeding, dressing, bed-making, and oral hygiene
- Monitor the temperature, pulse, respiration, and blood pressure of patients
- Helping Surgeons, O.R. Nurse and Surgical Tech to set up the operating room and also assists them in all surgical equipment that they need.

**Broadway Manor Glendale CA; USA** **2010 – 2011**

*Certified Nursing Assistant / Certified Restorative Assistant*

- Assist patients with all aspects of daily care
- Work with residents dealing with oxygen therapy, gastric tubes, catheter tubes, IV therapy, etc.
- Perform Range of Motion by putting splints and ambulating the residents

**Bank of America Home Loans, Glendale, CA; USA** **2008 – 2010**

*Customer Specialist Representative*

- Provide customer solutions by performing seamless delivery of service, sales and/or fulfillment requests by answering calls, text messages or emails in a contact center environment
- Answering about 100-150 phone calls a day
- Accountable for the successful resolution of all customer requests in order to deepen and retain customer relationships through service, sales, and thorough follow-ups

## Education

**American Red Cross Education Department, Commerce, CA; USA** **2010**

*Certified Nursing Assistant*

Graduated with good references

**Arellano University** **2015 - 2017**

*Bachelors of Science - Major in Hotel and Restaurant Management*

Graduated with good references

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## Volunteer Group

<b>MDR Brotherhood Fire Volunteer</b> Founder / President	<b>2017 – Present</b>
<b>Isang Bigkis Malabon City Eagles Club</b> Chartered President	<b>2022 – Present</b>
<b>Philippine Red Cross – Malabon Chapter</b> Board of Director	<b>2022 – 2023</b>

## Certificates

- Basic EKG Interpretation, Saint Mary's Hospital, 2012
- Restorative Nursing Assistant, Longwood Management, 2010
- Certified Nursing Assistant for State of Nevada and State of California, 2010
- Restorative Nursing Assistant for State of California, 2010
- Home Loan Mortgage Agent, Bank of America, 2008

## Skills

- Strong leadership skills: highly organized, analytical thinking and creative problem solving; conscious of team building, strategizing, and individual growth
- Computer Skills: Microsoft Office, AS400