



+639959425149  
annalizasquilayan@gmail.com  
Las Pinas City, Philippines 1747

Objective: To be a part of an organization that provides service with utmost professionalism and integrity.

## Education

- Certificate in Caregiving NCII (Dec 2020– June 2021)**

Technical Education Skills and Development Authority  
Saint Francis of Assisi College System

- Bachelor of Science in Hotel and Restaurant Management (1999–2002)**

Saint Francis of Assisi College System  
3rd Year College

## Skills

- Team Player
- Hardworking and Reliable
- Patient and Dedicated Worker
- Computer Literate
- IELTS Passer 2023

## Trainings Attended

- Certificate III in Individual Support CHC33015**

Growrx Academy  
24th Fl. Axis Tower 1 Northgate Cyber Zone  
Alabang Muntinlupa City  
March 06, 2023 – June 20, 2023

## References

Rev. Fr. Jerson Rey Avenido  
Priest | Shrine of the Five Wounds  
Contact No. 09465705787  
Email: jravenido@gmail.com

Ms. Ma. Teresa M. Padilla  
Trainor | Muntinlupa City Technical Institute  
Contact No. 09772430121  
Email: tpadilla2929@gmail.com

Ms. Ma. Lourdes Bautista  
Staff Midwife/ Senior Clinical Assistant | Asian Hospital and Medical Center  
Contact No. 09452956790  
Email: lulubautista74@yahoo.com

# ANNALIZA S. BALAORO

## Clinical Assistant

### Profile

Clinical professional prepared to contribute to healthcare teams by leveraging hands-on experience in patient care and administrative duties. Known for reliability and ability to adapt to changing needs in fast-paced environments. Expertise in patient record management, medical terminology and clinical support, with strong focus on teamwork and achieving optimal patient outcomes.

### Work Experience

#### Clinical Assistant | Nursing Services Department

Asian Hospital and Medical Center | Alabang, Muntinlupa City PH

October 6, 2022 – up to present (Regular Employee)

October 5, 2021 – October 5, 2022 (Project Based)

- Prepare room and necessary equipment/supplies needed prior to admission within 15 minutes.
- Test and chart vital signs including blood pressure, temperature, heart rate, respiratory rate, and blood sugar levels and report irregularities to the nurse for immediate intervention.
- Collaborate effectively with the team to carry out Doctor's order and optimal treatment.
- Performs shampoo and bath to bed bound patients.
- Perform proper body mechanics in handling patients.
- Transferring patients from bed to wheelchair or bed to stretcher and vice versa.
- Provides high quality patient assistance according to their needs.
- Handles personal care and elimination procedure of patient.
- Manage supplies and restock inventory to ensure availability for patient care.
- Adhere to all safety guidelines, hospital protocols and regulations.

#### Office Staff |

Marcbilt Ready Mix and Asphalt Corporation

Imus, Cavite, PH

April 2013 – July 2014

- Responsible for recording and filing daily production reports.
- Updating files and record keeping.
- Time keeping and dispatching.
- Submits weekly report to the Manager.
- Answer phone calls, take and deliver messages as needed, perform clerical works.

## PERSONAL DATA

Date of Birth : November 29, 1981

Place of Birth : Makati City

Religion : Roman Catholic

Civil Status : Married

TIN. Nos. : 467-287-389-000

SSS. Nos. : 33-8036454-4