



# RIZALIA C.DISTRITO

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Mandaluyong City, Manila Phil.

## **SUMMARY**

A service minded and kind hearted Nursing Assistant with additional expertise in Sales and Administration. Possesses a high attention to details, Proven skills in Patient Care responsibilities. Strives to contribute hard working attitude and skills within a full-time position.

## **CORE COMPETENCIES**

- Customer Service
- Personalized Patient Care
- MS word and excel
- Strong communications skills
- Companionship and Emotional support
- Recording Vital signs
- Pre-pro Operative care
- Respectful and Compassionate

## **NURSING ASSISTANT/CAREGIVER HISTORY**

Nursing Assistant - St. Martin de Porres Charity Hospital, San Juan Metro Manila Phil. (June 2021-Present).

- Delivered compassionate, knowledgeable nursing assistant to one of a good Hospital in Manila.
- Maintain patient trust, dignity and respect while minimizing discomfort during daily health care and duties, bathing, feeding and providing comfort to patient in every way possible.
- Maintained a clean, healthy and safe environment.
- Maintained accurate records of patient care condition, progress and concerns.
- Collects patient specimens and data, including vital signs, input/output and other delegated measurements
- Provided pre-and post operative care, monitoring of Catheter, Sinapi (CTT) and JP drain.
- Help clients take prescribed medication
- Assist clients with ambulation and mobility around the house or outside (doctor's appointments, walks etc.)
- Assist clients with personal care and hygiene
- Help clients with physical therapy exercises
- Plan and prepare meals with assistance from the clients (when they are able)
- Perform light housekeeping duties
- Be a pleasant and supportive companion
- Report any unusual incidents
- Act quickly and responsibly in cases of emergency

## **SALES EXPERIENCES**

Senior Sales Consultant - Sauce International Trading LLC, Dubai Mall Boutique, Dubai UAE (Jan.2011 - May 2020).

Sales Supervisor/Sales Associate - WHM Group of Comp.LLC, Burjuman Center/DFC, Dubai UAE (May 2007 - Nov.2010).

- Maintain a professional appearance with positive attitude and is adaptable and flexible.
- Provide outstanding Customer Service ( Greet, assist, and Value the Customer).
- Determine and display stock as needed and ensure shop appearance is always in line with the set company standards.
- To handle different forms of payment including cash and credit cards, ensuring adherence to the agreed policies and process.
- To identify customer's needs and expectations and answer them in a friendly way, build customer relationship.
- Responsible for all paper works ( Monthly Sales Reports, Inventory Reports, Store Maintenance Matter and Permit Applications).

Promoter - Demo Power Philippines, Quezon City Phil.(2005-2006)

Cashier and Customer Service Representative - Rustin's Supermarket,Taytay Rizal (2002-2003)

Cashier/Encoder - Easy-mart Convenience Store - Tutuban Center Manila ( 2000-2002)

Cashier - Odyssey Record Bar - Tutuban Center.SM North Edsa ( 1997-2000)

## **Professional Development**

\_CAREGIVER NCII TESDA PHIL. - with basic nursing skills training

HEALTH CARE SERVICES NCII - TESDA PHIL. - with basic nursing skills training

HOUSEKEEPING CERTIFICATE - TESDA

BASIC LIFE SUPPORT CERTIFICATION COURSE- National Health Care Provider Solutions.

COMMUNITY BASIC LIFE SUPPORT & FIRST AID TRAINING - FMAG Rescue Phil.INC. and International Medical Disaster Association Corps.

STOP THE BLEED - International Medical Disaster Association Corps. American College of Surgeons.

OFFICE ADMIN AND CUSTOMER SERVICE DIPLOMA - John Academy - Dubai UAE

HRM (Undergraduate)- University of the East