

## **Lady Essel M. Pecson**

**Registered Nurse License No. 0530857**

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### **OBJECTIVE**

Seeking a position that can provide a steady growth and learning opportunity to practice my profession and practical experience extensively.

### **WORK EXPERIENCE**

**Receptionist/Guest Service Agent/Front Desk Clerk**

**Hotel Stotsenberg**

Gil Puyat, Andres Soriano Avenue Clark Special Economic Zone Pampanga Philippines

December 10, 2008-December 15, 2009

#### **Main Job Tasks and Responsibilities**

- answer telephone, screen and direct calls
- take and relay messages
- provide information to callers
- greet persons entering organization
- direct persons to correct destination
- deal with queries from the public and customers
- ensures knowledge of staff movements in and out of organization
- general administrative and clerical support
- prepare letters and documents
- receive and sort mail and deliveries
- tidy and maintain the reception area

#### **Volunteer Nurse**

**Angeles University Foundation Medical Center**

November 16, 2009-February 16, 2010

Medical-Surgical Ward, Pediatric Ward,  
OB-Gyne Ward

March 01, 2010-September 15, 2010

Operating/Delivery Room

#### **Job Description**

##### **A. Provides pre-op nursing care to patient**

- Visits the patients a day prior to surgery. Assesses emotional readiness for surgery. Reports any unusual observations.
- Provides psychological support and reassurance.
- Receives patients for surgery. Checks identity and pre-op checklist.
- Checks the types of scheduled operation and the performing surgeon.
- Coordinates with the head nurse or charge nurse on the decking of assistance to the operations. Prepares as scheduled.
- Coordinates with surgeon for any preferences in instruments to be used, supplies and equipment needed.

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**PT Brinkman**



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