

Lady Essel M. Pecson

Registered Nurse License No. 0530857

Al Haidus Building Old Ghanim Umghwalina Doha Qatar

Mobile No.: 77888637 Tel. home. 44423552

E-mail: lady_pecson@yahoo.com



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.

Resume Papers For Job Application

Mark J. Minelli, Donald Breckon



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„Was Awesome!“ - Successfully Sell Your Resume & Get Any Job Simone Janson, 2025-06-02 Also in the 2nd revised and improved edition published by a government funded publisher involved in EU programs and a partner of the Federal Ministry of Education you receive the concentrated expertise of renowned experts overview in the book preview embedded in an integrated knowledge system with premium content and 75% advantage At the same time you are doing good and supporting sustainable projects Because a successful resume opens doors This book shows you how to craft a resume that immediately catches the eye and sets you apart from the competition With practical tips and innovative application concepts you ll learn how to market your skills and stand out in the job market Creative approaches will help you craft an application that grabs attention and dramatically boosts your chances of landing your dream job With its integrated knowledge system and Info on Demand concept the publisher not only participated in an EU funded program but was also awarded the Global Business Award as Publisher of the Year Therefore by purchasing this book you are also doing good The publisher is financially and personally involved in socially relevant projects such as tree planting campaigns the establishment of scholarships sustainable innovations and many other ideas The goal of providing you with the best possible content on topics such as career finance management recruiting or psychology goes far beyond the static nature of traditional books The interactive book not only imparts expert knowledge but also allows you to ask individual questions and receive personal advice In doing so expertise and technical innovation go hand in hand as we take the responsibility of delivering well researched and reliable content as well as the trust you place in us very seriously Therefore all texts are written by experts in their field Only for better accessibility of information do we rely on AI supported data analysis which assists you in your search for knowledge You also gain extensive premium services Each book includes detailed explanations and examples making it easier for you to successfully use the consultation services freeky available only to book buyers Additionally you can download e courses work with workbooks or engage with an active community This way you gain valuable resources that enhance your knowledge stimulate creativity and make your personal and professional goals achievable and successes tangible That s why as part of the reader community you have the unique opportunity to make your journey to personal success even more unforgettable with travel deals of up to 75% off Because we know that true success is not just a matter of the mind but is primarily the result of personal impressions and experiences Publisher and editor Simone Janson is also a bestselling author and one of the 10 most important German bloggers according to the Blogger Relevance Index Additionally she has been a columnist and author for renowned media such as WELT Wirtschaftswoche and ZEIT you can learn more about her on Wikipedia

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Mosby's Textbook for the Home Care Aide Joan M. Birchenall,Eileen Streight,2012-10-15 Updated Expanded Meeting the Client s Nutritional Needs chapter includes the new MyPlate food guide and new nutrition guidelines Updated Expanded Getting a Job and Keeping It chapter reflects the job prospects and challenges of today including the realities of moving between states and differences in certification requirements Updated equipment photos are included Evolve companion website includes skills competency checklists and an audio glossary

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Resources in Education ,1998-04 **Kinn's The Medical Assistant** Deborah B. Proctor,Brigitte Niedzwiecki,Julie

Pepper, Payel Madero, Marti Garrels, Helen Mills, 2016-05-04 Comprehensive Medical Assisting begins with Kinn Elsevier's 60th Anniversary edition of Kinn's The Medical Assistant 13th Edition provides you with real world administrative and clinical skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary for working in today's healthcare setting. Paired with our adaptive solutions, real world simulations, EHR documentation and HESI remediation and assessment, you will learn the leading skills of modern administrative and clinical medical assisting in the classroom. Basics of Diagnostic Coding prepares you to use the ICD 10 coding system. Learning objectives listed in the same order as content makes it easy to review material. Clinical procedures integrated into the TOC give you a quick reference point. Professional behavior boxes provide guidelines on how to interact with patients, families and coworkers. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. Applied approach to learning helps you use what you've learned in the clinical setting. Learning objectives and vocabulary with definitions highlight what's important in each chapter. Critical thinking applications test your understanding of the content. Step by step procedures explain complex conditions and abstract concepts. Rationales for each procedure clarify the need for each step and explain why it's being performed. Portfolio builder helps you demonstrate your mastery of the material to potential employers. NEW Chapter on The Health Record reviews how you'll be working with a patient's medical record. NEW Chapter on Technology in the Medical Office introduces you to the role EHR technology plays in the medical office. NEW Chapter on Competency Based Education helps you understand how your mastery of the material will affect your ability to get a job. NEW Clinical procedure videos help you visualize and review key procedures.

Oswal-Gurukul English Core Chapterwise Objective + Subjective for CBSE Class 12 Term 2 Exam Oswal - Gurukul, 2021-12-16 Oswal Gurukul Chapterwise Objective Subjective for ICSE Class 10 Semester II Exam 2022 2600 New Pattern Questions Phy Che Bio Math Comp App Learner Choice, Learner Voice Ryan L Schaaf, Becky Zayas, Ian Jukes, 2022-06-15 Learner Choice Learner Voice offers fresh forward thinking supports for teachers creating an empowered student centered classroom. Learner agency is a major topic in today's schools but what does it mean in practice and how do these practices give students skills and opportunities they will need to thrive as citizens, parents and workers in our ever shifting climate. Showcasing authentic activities and classrooms, this book is full of diverse instructional experiences that will motivate your students to take an agile, adaptable role in their own learning. This wealth of pedagogical ideas, from specific to open ended, low tech to digital, self expressive to collaborative, creative to critical, will help you discover the transformative effects of providing students with ownership, agency and choice in their learning journeys.

The Complete Book of Resumes Karen Schaffer, 2005-11-01 Crafting the perfect resume is the first step for job seekers. And these days employers have tons of different filters to weed out candidates and narrow their hiring pool. The Complete Book of Resumes is packed full of information on crafting a resume and the kind of structure and language that

will get an employer's immediate attention as well as tons of samples for readers to use as a guideline for success. The Complete Book of Resumes includes information on How to begin if you're starting from scratch. The profile or the most important part of your resume. Work experience or What have I been doing all these years. Punching it up how to make a good resume great. The career transition resume chapter for brave souls. You're just starting out. Big leaps positioning yourself for jobs above your current level. Including more than 300 resumes. The Complete Book of Resumes is perfect for recent graduates or seasoned candidates with years of experience.

Reach for the Firefighter Badge! Steve

Prziborowski, 2013-11-12. This book is intended to take over from where my first firefighter preparation book, The Future Firefighter's Preparation Guide, left off. That book was intended on providing the future firefighter with a road map of what to do when starting out the journey to becoming a firefighter. This book is intended to provide more focus on what to expect and more importantly how to be successful at the firefighter testing process, which can vary from department to department. This book will help future firefighters by providing a road map of how to best navigate the firefighter testing process so that they are successful in obtaining a position in the best career. I am so fortunate to be a part of a career in the fire service. If you have prepared for the position of firefighter by doing many of the things I suggested in The Future Firefighter's Preparation Guide and follow the suggestions within this book, your chances for success will greatly increase.

The Park and

Recreation Professional's Handbook Amy R. Hurd, Denise M. Anderson, 2010. The Park and Recreation Professional's Handbook offers a thorough grounding in all areas of programming, leadership, operations, administration, and professionalism. It integrates foundational concepts, the latest research, and real world examples to present readers with a complete picture of all of the skills needed for success in the field.

Readercentric Writing for Digital Media David Hailey, 2016-12-05. This

book presents an altogether new approach to writing and evaluating writing in digital media. It suggests that usability theory provides few tools for evaluating content because usability theory assumes only one kind of writing on the Internet. The author suggests three models: user-centric usability model, persuasion-centric encouraging the reader to linger and be persuaded, Canon camera ads, and quality-centric encouraging the reader to linger and learn or be entertained because of the quality of the writing. NASA.gov and YouTube. Designed for professional writers and writing students, this text provides a rubric for writing in digital media but more importantly it provides a rubric and vocabulary for identifying and explaining problems in copy that already exists. The Internet has become a pastiche of cut and paste content often placed by non-writers to fill space for no particular reason or by computers with no oversight from humans, e.g. Amazon.com. Because these snippets are typically on topic but often for the wrong purpose or audience, professional writers have difficulty identifying the problems and an even harder time explaining them. Finding an effective tool for identifying and explaining problems in digital content becomes a particularly important problem as writers increasingly struggle with growing complications in complex information systems, systems that create and manage their own content with little human intervention. Being able to look at a

body of copy and immediately see that it is problematic is an important skill that is lacking in a surprising number of professional writers

Lippincott Essentials for Nursing Assistants Pamela J. Carter, 2020-09-08 Revised and updated to reflect today's changing healthcare practice Lippincott Essentials for Nursing Assistants A Humanistic Approach to Caregiving 5th edition streamlines the path to success as a nursing assistant by detailing the foundational concepts and facts needed to competently and compassionately function in a long term care facility acute care facility or home health agency A concise conversational approach makes key information accessible and it is bolstered by helpful step by step guides through commonly performed procedures These features ready students for challenges that nursing assistants might encounter in clinical practice

Kinn's The Clinical Medical Assistant Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Marti Garrels, Helen Mills, 2016-05-10 Clinical Medical Assisting begins with Kinn Elsevier's Kinn's The Clinical Medical Assistant 13th Edition provides you with the real world clinical skills that are essential to working in the modern medical office An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary to assist with medications diagnostic procedures and surgeries Paired with our adaptive solutions real world simulations EHR documentation and HESI remediation and assessment you will learn the leading skills of modern clinical medical assisting in the classroom Applied approach to learning helps you use what you've learned in the clinical setting Clinical procedures integrated into the TOC provide you with a quick reference Detailed learning objectives and vocabulary with definitions highlight what's important in each chapter Step by step procedures explain complex conditions and abstract concepts Rationales for each procedure clarify the need for each step and explains why it's being performed Critical thinking applications test your understanding of the content Patient education and legal and ethical issues are described in relation to the clinical Medical Assistant's job Threaded case scenarios help you apply concepts to realistic clinical situations Portfolio builder helps you demonstrate clinical proficiency to potential employers NEW Chapter on The Health Record reviews how you will maintain and interact with the medical record NEW Chapter on Competency Based Education helps you confidently prepare for today's competitive job market NEW Clinical procedure videos help you to visualize and review key procedures

The Book of U.S. Government Jobs Dennis V. Damp, 2008 Discusses the nature of government jobs civil service hiring procedures types of jobs available examinations the application form working abroad and provisions for people with disabilities

Good on Paper Great in Person Khali Gallman, 2014-08-20 Good on Paper Great in Person is a comprehensive guide to assist youth and new entrants into the workforce Finding a job can be an arduous task filled with many loose questions about job applications resume's interview attire cover letters etc This book is designed to answer all of those questions and serve as a guide to obtaining a job keeping a job and deciding your next step toward your professional growth

Fundamentals of Automotive Technology Kirk VanGelder, Kirk T. VanGelder, 2022-02-23 Fundamentals of Automotive Technology Principles and Practice Third Edition is a comprehensive resource that provides

students with the necessary knowledge and skills to successfully master these tasks Business Communication: Rhetorical Situations Heather Graves, Roger Graves, 2021-03-25 Business and professional communication takes place in a dynamic ever changing environment How can we best help students prepare to communicate in such a challenging environment The pedagogies of the twentieth century lectures quizzes and exams have not kept up to these new demands for student engagement Business Communication Rhetorical Situations supports more interactive and collaborative pedagogies to motivate students Each chapter has two or three cases that challenge students to apply the business communication concepts they are learning to a specific set of circumstances These cases are drawn from real life communication situations and invite students to think through a communication situation and take action After each case challenges and exercises provide more opportunities for students to analyze and reflect on business documents and practice the skills discussed in the case themselves Throughout rhetorical concepts such as audience genre and purpose are central and collaboration and creativity are encouraged

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