

**Last Name** Gallardo  
**First Name** Theresa  
**Citizenship** Filipino  
**Email** [theresasoliba74@gmail.com](mailto:theresasoliba74@gmail.com)  
**Mobile Number** +971 557419987



**Education:**

**June 1992- April 1996** Bachelor of Science in Nursing  
Virgen Milagrosa University Foundation  
San Carlos City, Pangasinan, Philippines

**Trainings and Seminars:**

January 2022 Basic Life Support  
Abu Dhabi, UAE  
December 2021 Infection Prevention and Control  
Abu Dhabi, UAE  
April 2012 Wound Management  
Kalinga, Philippines

**License and Professional Qualification:**

Registered Nurse (Philippines)

**Skills:**

- Excellent communication and interpersonal skills, fostering positive relationships with patients, families, and healthcare professionals.
- Proficient in using medical equipment and technology, ensuring accurate and efficient patient care.

- Strong organizational and time management skills, prioritizing tasks effectively to meet patient needs.
- Ability to work well under pressure and in fast-paced environments, maintaining composure and professionalism at all times.
- Continuous learner, staying updated with the latest healthcare practices and regulations.

### **Summary:**

Highly motivated and compassionate Nurse/ healthcare assistant with more than 10 years of experience providing exceptional patient care. Skilled in assisting with daily living activities, administering medication, and maintaining a clean and safe environment. Proven ability to build strong relationships with patients and their families. Seeking to leverage my skills and expertise to contribute to the well-being of patients.

### **Professional Experiences:**

**December 2021- Present**

**Academic Manager**

**Trainer/Instructor for Nursing Assistant and Caregiving**

**Smart Choice Global Education Investment**

Abu Dhabi, UAE

### **Job Description:**

- Executes the company strategy.
- Implements daily business operations.
- Develops and initiates teaching strategies.
- Leads the team to meet and exceed goals and objectives.
- Oversees and directly manages senior staff.
- Prepares Modules
- Conducts face to face and online lectures
- Demonstrates procedures
- Conducts training to other instructors

**May 2014- January 2022**

**Private Duty Nurse/Caregiver**

Abu Dhabi, United Arab Emirates

**Job Descriptions:**

- Provided nursing care to the patient to prevent complications such as frequent turning and good skin care to prevent bed sores.
- Monitored and records vital signs.
- Administered medications as prescribed by his attending physician.
- Monitored blood sugar and administered insulin injection based on the sugar level.
- Operates and uses medical apparatus.
- Tracheostomy care.
- PEG feeding care.
- Inserted and removed foley catheter and does catheter care as well.
- Arranged medical appointments and transportation to and from the hospital.
- Ordered and picked up medication and medical supplies.
- Handled a crisis and medical emergencies.
- Discussed patient's plan of care with the attending doctors and care managers.

**June 2008- December 2009**

**Clinic Manager**

Pro-Care Medical Clinic

Toronto, Canada

**Job Descriptions:**

- Recruit, hire and coordinate the training of new staff members
- Manage staff by assigning and delegating tasks as needed
- Develop protocols and procedures to improve staff productivity
- Act as a liaison between patients, their families and additional care staff
- Plan and manage the clinic's budget and approve payroll
- Perform quarterly and annual employee reviews and provide constructive feedback on their performance to help them meet professional goals
- Ensure that all policies and procedures function in accordance with the law.

**February 2006- December 2008**

**Clinic Nurse**

Pro-Care Medical Clinic

Toronto, Ontario, Canada

**Job Descriptions:**

- Answered phone calls.
- Provided care to patients by documenting vital signs, chief reason for visit, new problems, medical/familial history and other nursing information.
- Took ordered samples for laboratory studies.
- Conducted clinical follow up calls and coordinated with other doctors for referral appointments.
- Provided patients education opportunities.
- Completed pharmacy refills.
- Assisted physicians during treatment, examination and testing of patients.
- Documented patient's interaction and care appropriately in the electronic medical record.
- Maintained stocks, sterilized equipment.
- Maintained temperature control for vaccine fridge

**June 1997- December 2002**

**Community Health Nurse**

Philippines

**Job Descriptions:**

- Acted as resource person in the community.
- Served patients through home visitations, determined their needs, developed health care plans, provided nursing services and treatments, referred them to other community services depending on their needs.
- Consulted with physicians regarding patient's optimal well-being.
- Conducted immunization programs to children and pregnant women.
- Instructed individuals and families in health education and disease prevention in the community
- Gave treatments to patients following physician's instructions.
- Assisted community members and health field personnel to assess, plan for and provide needed health and related services.
- Referred patients with social and emotional problems to other community agencies for assistance.