




MELIZA LEGASPI CLAVIS

 Blk 5 Lot 6 #7 Saint Paul St. cor Sta. Theresa St.
Sto. Tomas Village 7, Deparo, Caloocan 1420
 +639171798359
 melizaclvs@gmail.com



PERSONAL BACKGROUND

Age	: 35
Gender	: Female
Civil Status	: Single
Height	: 5 ft. 2 inches
Weight	: 134 lbs
Date of birth	: June 06, 1988
Place of birth	: Surigao City
Nationality	: Filipino
Religion	: Roman Catholic
Languages Spoken	: English, Bisaya, Tagalog/Filipino
Father's Name	: David M. Clavis
Occupation	: Retiree
Mother's Name	: Lorna R. Legaspi
Occupation	: Housewife

EDUCATION

College

2005 – 2009 : **SURIGAO EDUCATION CENTER**
Km. 2, National Highway, Surigao City
Bachelor of Science in Nursing

Secondary

2000-2004 : **SURIGAO STATE COLLEGE OF TECHNOLOGY**
Narciso street, Surigao City
Vocational Arts Major in Food Trades

Elementary

1994-2000 : **MARIANO ESPINA MEM. CENTRAL ELEM. SCHOOL**
Navarro St. Surigao City

LICENSE

May 2022 Philippine Nursing Licensure Exam Board Passer
Professional Regulatory Commission.
PRC Registration No. **0945395**

TRAININGS

January
29-30, 2024 Basic Life Support and Advanced Cardiac Life Support Training.
Heartup Training Center, Arizona Tower Padre Campa St. Sampaloc.

October
11-13, 2023 Basic IVT Training, Fe Del Mundo Medical Center.
Banawe St. Quezon City.

June 2023 LOMA 281 – Meeting Customer Needs with Insurance and Annuities
AXA Philippines

October 2021 AMLC Anti-crime financing and Act of Terrorism
ETIQA Philippines

August 2019 Philippine Data Privacy Act
Chinese General Hospital Colleges

August 2008 STANDARD FIRST AID TRAINING
Surigao Education Center

July 2008 First Aid, Water Safety and Rescue Training
Surigao Education Center

2008 – 2009: On-the-Job training in Special areas:

- Delivery Room: Assisted as circulating nurse and scrub nurse; Assisted pregnant patients in their laboring period, and performed new born care at Caraga Regional Hospital.
- Operating Room: Assisted as scrub and circulating nurse at Caraga Regional Hospital and Surigao Medical Center.

On-the-Job training in Pediatric ward, OB-Gyne Ward, Surgical ward at Caraga Regional Hospital and Surigao Medical Center.



WORK EXPERIENCE

February 23-24 & 26-28, 2024 (5 days training)

Hired date: March 01, 2024 to present

STAFF NURSE

Bernardino General Hospital

680 Quirino Highway, San Bartolome Novaliches, Quezon City

July 18, 2022 to August 29, 2023

UNDERWRITING SPECIALIST

Health Underwriting

AXA Philippines

May 27, 2019 up to July 15, 2022

SENIOR UNDERWRITER

Retail Life – Bancassurance

Etiqua Life and General Assurance Philippines, Inc.

May 08, 2018 up to May 25, 2019

DEAN'S SECRETARY

Dean's Office, College of Medicine

Chinese General Hospital Colleges Inc.

April 03, 2014 up to January 29, 2016

SUPPORT STAFF/SECRETARY

Faculty of Medicine and Surgery

University of Santo Tomas

March 05, 2011 up to August 31, 2012

UNDERWRITING SUPPORT STAFF

Maxicare Healthcare Corporation

SKILLS/ABILITIES

- Patient's bedside care: NGT care (feeding), Priming IVF tubing/IVF care. IV insertion, administering oral, IV medications/injections, suppository, inhalation meds etc. Checking vital signs, Indwelling foley catheter care, charging medications, CPR, CBG monitoring. Educating patient's and relatives /health teaching.
- Empathic, time management, patient.
- Initiative to perform tasks without or with minimal supervision.
- Good interpersonal and communication skills.
- Coordinates with the counterparts. Answers to phone queries.
- Performs multitasking at all times. Performs duties assigned.
- Knowledgeable in computer and Microsoft office (MS word, excel, and Powerpoint. Can operate photocopier, scanner & other office equipment.

CHARACTER REFERENCE:

MS. MARIA CARLA P. CASTILLO

Senior Manager
Service Delivery Excellence
AXA Philippines
Contact no: 09989992524

MS. GLADYS C. PAREJA

Assistant Manager – Group Medical
Underwriting Department
Etiqua Philippines
Contact no: 09771172832

Person to be contacted in case of emergency:

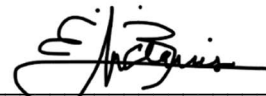
JENELYN L. CANON

02944 Borromeo St. Punta Bilang-bilang
Surigao City 8400
Contact no. 09171244497

JEAN L. GASTARDO

Tumbler, Polomolok
Gen. Santos City
Contact no. 09483709055

I hereby certify that the above information are true and correct to the best of my knowledge and belief.



MELIZA L. CLAVIS
Applicant