



# JO-ANN PANTALLANO ESTOCE

+973-39525340  
joannestoce34@gmail.com  
Manama, Kingdom of Bahrain

## PERSONAL DATA

**Date of Birth:** February 13, 1986  
**Gender** : Male  
**Civil Status** : Single  
**Citizenship** : Filipino  
**Religion** : Roman Catholic  
**Languages** : English, Arabic , Tagalog  
**Height** : 5'3  
**Passport #** : P2544560B  
**Bahrain Driving License**  
#:860251721

## REFERENCE

**Ms. Maria P. Carmona**  
Operations Manager  
ATDC Bahrain  
Mobile #: +973-36695886

**Mrs. Mary Rose Lacson**  
Admin Executive  
British Club  
Mobile #: +973-39904206

**Ms. Shella Balatayo**  
Travel Consultant  
Mobile #: +968-9408-8721

## OBJECTIVE

To obtain a challenging position that offers a good opportunity for career advancement.

## EDUCATIONAL BACKGROUND

### College

**School** : Cebu Institute of Technology – University  
**Address** : Cebu City, Philippines  
**Year Graduated** : January ,2024  
**Course** : Bachelor of Science in Business Administration  
Major in Marketing Management

**School** : Alwali Training and Development Center  
**Address** : Manama, Kingdom of Bahrain  
**Year Graduated** : September 2021  
**Course** : Auxiliary Nurse

## SKILLS

Holistic on ADHD / Autistic Disorder	Personal Care
Care Plan	Infant Care / Childcare
Vital Signs / Input & Output	Bathing & Grooming Assistant
Urinary Catheter	Parental Nutrition
Basic Housekeeping & Bed Making	Mobility Assistance
Medication Administration	Standard Precaution
Computer Literate (MS Word, Excel, Power Point)	Infection Control
Excellent Customer Service	Tracheostomy Care, Non - Invasive Suctioning, NGT Feeding, Wound Care

## ON THE JOB TRAINING

Facilities	No. of Hours	Working Period
Kims Health Hospital	140	May 2023 up to July 2023
POLO OWWA Embassy - Bahrain	73	July 2020 to October 2020

### Job Descriptions:

- Assisting the patient's complaint's
- Making sure that the patient's history is in the system.
- Making sure that the wards are ready for the patient to use.
- Making sure that the equipment and machine is ready for the patient to use.
- Providing program that can helps for the patient's improvement
- Assisting the patient for their needs
- Following the medication on schedule time.
- Proper holistic approach and care plan of the patient
- Making sure that all activities is recorded at all times

## JOB SUMMARY

Company Name	Position	Working Period
IVY Chocolates & Flower	Sales Representative	Dec. 1, 2020, up to Present
The Chicolala Branch Company	Sales Executive	Jan. 2020 up to October 2020
Fine Fair Garments L.L.C	Visual Merchandiser	July 03, 2017 – July 15, 2019
Jawad Business Group	Sales Advisor	October 03, 2013 – June 15, 2017
Sanyo Philippines Inc.	Sales Promoter	May 2008 to Sept. 2009

### Job Responsibilities:

- Providing excellent customer service.
- Greets and receives customers in a welcoming manner.
- Manufacturing the product before we display the confectionaries.
- Make sure to encode and tally the purchase items at the end of the day.
- Performing cost-benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sales
- Visual merchandising according to the store brand standard.
- Making sure that the store is a great place for customers to shop.
- Replenishing and refreshing store windows walls and tables.
- Providing delivery accuracy as per customer's request.
- Brand standard awareness to the customers.
- Supporting the store manager to manage and develop the teamwork.

- Dealt with customer's questions, complaints, returns and enquiries.
- Drives sales through engagement of customers, suggestive selling, and sharing product knowledge.

Company Name	Position	Working Period
Fantaztic Marine Services Corporation	Admin Staff	Oct. 1,2010 to Sept. 30, 2013
Fantaztic Marine Services Corporation	Office Encoder	Sept. 16,2009 to Sept. 30,2010

## Job Responsibilities:

- Accurately and efficiently encode all data that needs organizing and recording.
- Confirm that the entered data accurately aligns with original documentation.
- Organize and maintain original paper evidence.
- Assure files are properly prepared and saved to backup drives.
- Transcribe, scan or photocopy hard copy documents and forms as needed.
- Self-audit your work checking for errors or duplication.
- Providing administrative and secretarial support for the department or office
- Managing data, records, reports, and budgets
- Organizing and scheduling meetings and events
- Supervising and delegating tasks to other staff
- Handling technical and clerical issues, such as answering phones, preparing documents, and filing
- Maintaining and ordering office supplies and equipment
- Coordinating and communicating with other staff and departments

## TRAINING & CERTIFICATES

Training Center	Course	Year Taken
ATDC – Bahrain	Phlebotomy	Sept. 2023
Filipino Club - PBCS	Leadership Training	Feb. 2023
Hala Crown Organizing Conferences & Events	Basic Life Support ( BLS )	Dec. 2022
King Hamad University Hospital	Volunteer	June 2023
Filipino Club Bahrain	Medical Marshall	June 2023
ATDC Bahrain	Home Safety	April 2023
ATDC Bahrain	First Aid	April 2023
Jawad Business Group	Visual Merchandising workshop	January 2014
Jawad Business Group	Selling Skills workshop	November 2013
Jawad Business Group	Customer Care Excellence	March 2017

## COMMUNITY INTERACTION / VOLUNTEER

Organization / Facility	Position	Working Period
Alwali Training and Development Center	Clinical Preceptor / Instructor	October 2022 up to Present
Homecare / Family Friend	Behavioral Therapist	April 2023 up to Dec. 2023

Philippine Bahrain Caregivers Society	PRO 1 OFFICER	Aug. 2019 up to Dec. 2019
Philippine Bahrain Caregivers Society	Treasurer	September 2023 up to present

## Job Responsibilities:

- Lesson Plan preparation
- Assisting student prior to skills examinations
- Brainstorming regarding school plans and future activities
- Mentoring student's welfare and development
- Maintain full responsibility for the patient's medical care and treatment.
- Orient student to the safety and security measures of the clinical site.
- Take the lead in the care of the patient.
  
- Observing & Interact with the behavior of the baby
- Making sure that the lesson plan is ready
- Maintain detail records for the kid's behavior.
- Providing program that can helps for the kid's improvement
- Communication with the guardians regarding the improvement of the baby
  
- Membership Committee
- Communicating with other officers for monthly activities.
- Making sure the medical supplies are always available.
- Inspired and motivated members to join in all trainings and activities.
- Leading the members to always follow the protocol.
- Maintaining the safety of all members in all community service.