



## **Princess Mae De Guzman**

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## **PERSONAL INFORMATION**

**Age:** 30 years old  
**Birthday:** June 22, 1991  
**Nationality:** Filipino  
**Religion:** Roman Catholic

## **EDUCATIONAL BACKGROUND**

**Tertiary:** New Sinai School and Colleges  
National Hi-way Brgy. Tagapo, Santa Rosa Laguna, Philippines  
**Course:** Bachelor of Science in Nursing  
CAREGVING NCII  
**Secondary:** Santa Maria Academy, Philippines (2004-2008)  
**Primary:** Santa Maria Elementary School (1999-2004)

## **TRAININGS/SEMINAR**

Basic Life Support (CPR and AED) Program  
Prince Sultan Colleges for EMS - King Saud University  
December 22, 2020 - December 21, 2022  
Riyadh, Saudi Arabia

# **WORK EXPERIENCES**

## **Lioned Group**

### **Marketing Agent**

November 18,2021 – December 27,2021

Naum Naumovski Borsche 40, Skopje 1000

- Knowledge in MS Office and Marketing software (CRM)
- Calling prospective clients (Outbound calls)
- Cold callings, emails
- Navigate clients into platform
- Implementation of Marketing strategies
- Exceptional written and spoken English skills
- Can speak English, Tagalog, Arabic
- A team player customer -oriented approach

## **FAMILY CARE HOSPITAL**

### **STAFF Nurse**

INTENSIVE CARE UNIT

OutPatient Department (OB DEPARTMENT) (ULTRASOUND ROOM)

FEMALE WARD DEPARTMENT

August 21,2019 – August 20,2021

Al Nadwah, Al Rayah Street Riyadh Saudi Arabia

- Bedsides Errands
- Infusion Pump Trouble shooting
- Scanning Patients files using SDC System
- Assisting Head nurse and Nurses in their needs
- Monthly Lecture regarding Nursing care
- Getting Patient's medicine in the Pharmacy
- Department stock inventory
- AM care and PM Care
- Bed making
- Assisting Patient's in their needs
- Insertion of catheter
- Inventory of Medical supplies in Department
- Clerical works
- CPR with AED
- Collecting Medicines from Pharmacy
- Assisting Doctors

## **FIRST CABUYAO HOSPITAL and MEDICAL CENTER**

### **STAFF Nurse**

General Nursing Unit

July 24,2018 – July 21,2018

National Hi-way, Brgy. Sala Cabuyao Laguna, Philippines

- Provide hands-on care to patients in a variety of settings, including hospitals, nursing homes, and mental health facilities.
- Perform routine tasks under the supervision of registered nurses. · Take patient's temperate, pulse, and respiration rate.
- Take blood pressure and determine if range is abnormal.
- Answer calls for help and determine if additional help is needed.
- Prepare and serve meals.
- Feed patient and mash up food if necessary.
- Bathe and dress patient.
- Make beds and perform light housekeeping duties in patient's room.
- Take patient on walks.
- Deliver them to operating rooms.
- Provide skin care.
- Set up equipment.
- Store and move supplies.
- Observe patients' physical, mental, and emotional conditions
- Observe fluid intake and output.
- Report abnormal changes or patterns to nursing staff
- Develop nurturing relationships with patient.
- Empty bedpans and change dirty linens.
- Report violent behavior.
- Follow proper procedures for lifting and moving patients.

## **THE MEDICAL CITY SOUTH LUZON**

### **STAFF NURSE (TEAM LEADER)**

July 25,2016 – April 2017

Greenfield City, Santa Rosa Laguna, Philippines

- Supervises the nursing assistant with their job description
- Monthly Schedule Monitoring
- Providing great patient care.
- Answering patient calls and determining how best to help them.
- Providing physical support for patients or residents with daily activities and personal hygiene, including bathing, dressing, getting out of bed, - using the toilet, walking, standing or exercising.
- Turning and repositioning bedridden patients.
- Ensuring patients or residents receive appropriate diet by reviewing their dietary restrictions, food, allergies, and preferences.
- Obtaining a wide range of information from physicians, caregivers and nurses about patient condition, treatment plans, and suggested activities.

