**Carol Jane R. Andutan**

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**OBJECTIVE**

To obtain a full time position within an organization that offers a professional working environment and enables me to grow while meeting the corporation’s goals

**PROFILE**

* Flexible and self-motivated professional who works hard and welcomes new challenges
* Enjoy creative brainstorming, analyzing ideas and developing persuasive concepts
* Ability to work under pressure and handle multiple priorities while maintaining quality control
* Effective team collaborator with proven written and oral communication skills
* Take responsibilities seriously and willing to go the extra mile to meet client needs
* Able to foster cooperative relationships and generate enthusiasm
* Skilled at working independently and multi-tasking
* Has great sense of humor and consistent positive attitude
* Recognized for attention to detail and dependability
* Driven Achiever with Competitive Nature
* Remains open minded, adjust well to change and honor differences

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**EDUCATION**

**College of Medicine** - Our Lady of Fatima University (Graduate studies 1st Semester) 2012

**Board Passer (June 2009)** - Philippine Nursing Licensure Exam

**Bachelor of Science in Nursing** - Mapua Institute of Technology - (2004 to 2008)

Graduated with the Degree Bachelor of Science in Nursing and earned a general weighted average of 2.26 ranked eighteenth out of 47 Nursing Graduates.

**RELATED LEARNING EXPERIENCE**

**Clinical Rotations as Student Nurse (2005 to 2008)**

* ***Quirino Memorial Medical Center*** (School Based –Hospital Affiliation)

(Delivery Room, OPD,Medical ward, Surgical ward, MICU and SICU, Operating Room, OB-GYN and Pediatrics)

* ***Armed Forces of the Philippines Medical Center*** (School Based –Hospital Affiliation)

(Neuro-Surgery Ward,Ortho Ward, Medical Intensive Care Unit)

* ***Dr. Jose Fabella Memorial Hospital*** (Delivery Room)
* ***Tejeros Bagong Lipunan Health Center*** (Primary Health Care I Exposure)
* ***Asociacion De Damas Filipinas*** (Primary Health Care I Exposure)
* ***ABS CBN Clinic*** (Primary Health Care I Exposure)
* ***Pandacan Oil Depot (Community)*** (Primary Health Care II Exposure)
* ***Lung Center of the Philippines*** (Respiratory and Lung Diseases)
* ***Philipine Heart Center*** (OPD, Male Ward, Pediatrics)
* **Philippine Orthopedic Center** (1 day exposure and Orientation)
* ***National Center for Mental Health*** (2-weeks practicing Therapeutic Communication)
* ***Research Institute for Tropical Medicine* (Animal Bite Center, Infectious Diseases Exposure)**
* ***Barangay Amaya 5 Tanza, Cavite,* Philippines** (COPAR Immersion)

**CONTINUING EDUCATION**

* **Our Lady of Fatima University Graduate Studies: College of Medicine** (1st Semester of 2012)
* **Advanced Cardiac Life Support Healthcare Provider’s Course***(September 8 – 9, 2011)* Philippine Heart Center (Department of Education, Training and Research)
* **Basic ECG and Arrhthymia Recognition Course** *(September 5 – 6, 2011)* Philippine Heart Center (Department of Education, Training and Research)
* **Basic Life Support Healthcare Provider’s Course** *(August 10, 2011)* Philippine Heart Center (Department of Education, Training and Research)
* **Professional Nurses Training Program** *(March 22 2010 to May 20, 2010)* *Quirino Memorial Medical Center* (*Under the Nursing Service* assigned at the Surgery Ward)
* **Basic IV Therapy for Nurses** *(November 18 to 20, 2009)* *Rizal Medical Center*
* **Basic Life Support / CPR Training for Healthcare Providers** *(January 25 to 26, 2010)* Philippine National Red Cross (Makati City Branch, Makati City)
* **Standard First Aid Training** *(January 27 to 30, 2010)* Philippine National Red Cross (Makati City Branch, Makati City)
* **Curative and Rehabilitative Nursing Care Management** *(August 31, 2007)* Mapua Institute of Technology – Makati (AVR – 1)
* **The Pro – Life Nurse: The Role of the Nurse in Observance of the Client’s Beliefs and Moralities** *(June 26, 2008)* Mapua Institute of Technology – Makati (AVR – 1)

**COMPUTER SKILLS**

* Windows XP/Vista/7 Operating System.
* Computer Literate with working knowledge of MS Office 2003/2010 (MS Word, MS PowerPoint and MS Excel).
* Surfing the Internet (Internet Browsers and Instant Messengers).
* Basic Wireless LAN/LAN setup.