

# MICHELLE RUTH A. ECHON

BIN MAHMOUD, DOHA QATAR | +97474080874 | mraechon.2693@outlook.com

## Skills Summary

- PATIENT CARE
- ORGANIZED
- EMPHATIC
- PATIENT TRIAGE
- COMMUNICATION (WRITTEN AND VERBAL)

## Education

### **BACHELOR OF SCIENCE ON NURSING**

#### **OUR LADY OF FATIMA UNIVERSITY**

Esperanza St. Hilltop Mansion, Lagro, Quezon City,  
Philippines JUNE 2009 TO APRIL 2013

### **HIGHSCHOOL DIPLOMA**

#### **SAN ANDRES SCHOOL OF MASINLOC, INC**

Olondriz St. Masinloc, Zambales, Philippines  
JUNE 2005 TO APRIL 2009

### **ELEMENTARY GRADUATE**

#### **MASINLOC CENTRAL SCHOOL**

Masinloc, Zambales, Philippines  
JUNE 1999 TO APRIL 2005

## Experience

### **DENTAL ASSISTANT**

**WEST BAY MEDICARE (WESTBAY DOHA QATAR) FEBRUARY  
20, 2024 TO PRESENT**

- Receive and greet patients in the dental care clinic.
- Prepare patients for medicines, treatments, and checkups ensuring their comfort.
- Select and arrange equipment and tools as required.
- Sterilize all tools, instruments, and materials as indicated by state regulations and directions.
- Assist dentists in the 4-handed dentistry.
- Attempt and undertake all the assigned lab tasks by the dentist.

- Provide guidelines and safety practices of post-operative care and oral hygiene.
- Monitor stock, maintain supplies and place orders when required. Manage and schedule appointments and attend walk-ins.
- Maintain patient records accurately and help them with payment methods.
- Clean equipment and tools after use and maintain cleanliness in the clinic.

### **DENTAL ASSISTANT**

**AL REEM DENTAL CENTER (AL AZIZIYA, DOHA QATAR)**

***AUGUST 2019 TO FEBRUARY 8, 2024***

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- Prepare patients for medicines, treatments, and checkups ensuring their comfort.
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- Sterilize all tools, instruments, and materials as indicated by state regulations and directions.
- Assist dentists in the 4-handed dentistry.
- Attempt and undertake all the assigned lab tasks by the dentist.
- Provide guidelines and safety practices of post-operative care and oral hygiene.
- Monitor stock, maintain supplies and place orders when required. Manage and schedule appointments and attend walk-ins.
- Maintain patient records accurately and help them with payment methods.
- Clean equipment and tools after use and maintain cleanliness in the clinic.

### **DENTAL ASSISTANT**

**DARAT AL KINDY POLYCLINIC (AL MAHRAJAN JEDDAH**

**STREET, TABUK, KINGDOM OF SAUDI ARABIA) MARCH 2017**

***TO JUNE 2019***

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## **STAFF NURSE**

### **CANDELARIA DISTRICT HOSPITAL**

**BRGY. YAMOT, CANDELARIA, ZAMBALES, PHILIPPINES JUNE 2014 TO  
JANUARY 2017**

- Assess patients' conditions by thoroughly going through their records and medical histories.
- Check and record patient's' vitals such as pulse, respiration, blood pressure and temperature.
- Observe patients to determine changes (deterioration or betterment) in condition and ensure that they are reported and recorded immediately.
- Establish treatment plans after assessing patient conditions and ruling out aversion or allergies to medication.
- Educate patients and their families about conditions and medication.
- Ascertain that a clean and sanitized environment is maintained for patients by adhering to infection control procedures.
- Document patient care services by making sure that all medications, conditions, responses and observations are properly recorded.
- Ask questions in order to gauge patients' previous medical conditions and concerns.
- Assist in diagnosing medical and surgical conditions

## **LICENSE**

### **PROMETRIC EXAM LICENSE**

October 2019 Dental Assistant

License Number A22523

### **PROMETRIC EXAM LICENSE**

May 2017

Saudi Commission for Health Specialties

Nurse Technician No. 17-TN-0021106

### **PHILIPPINE NURSING LICENSURE EXAM**

December 2013 Registered Nurse License Number 0822282

