

Richard Lester Abrahan Rosales



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Present Address:
6957 WASHINGTON ST. PIO DEL PILAR, MAKATI,
MAKATI 1230, Metro Manila, Philippines

Permanent Address:
117 B. BEJASA ST. APLAYA, BAUAN, BATANGAS,
BAUAN 4201, Batangas, Philippines

Basic Information

Age 34	Birth Date Oct 01, 1990	Gender Male	Civil Status Single
Height (cm) 164	Weight (kg) 94	Nationality Filipino	Religion Christianity - Catholic

Work Experience

I have been working for 12.36 years

Jan 2023 - PRESENT
(2 Years, 3 Months)

NURSE - JUNIOR ASSISTANT MANAGER

Manila Doctors Hospital - Clinic Management Services Inc.
HealthCare / Medical
Makati City

Job Summary: Responsible for operations including leading staff, monitoring finances, human resource management, material supply management, and payroll. Maintained nursing skills and experience by taking a team of patients, administering patient care on a weekly basis. Monitor daily, weekly, and monthly performance reports.

Clinic Site: CHEVRON PHILIPPINES - Makati City, Philippines
December 16, 2023 up to present

Clinic Site: THE PENINSULA MANILA - Makati City, Philippines
January 03, 2023 – December 13, 2023

Roles and Responsibilities:

- Develop and implement health and safety programs.
- Provide emergency treatment in the workplace.
- Administer first aid treatments and provide medications for all employees.
- Administer over-the-counter medication to employees.
- Assist all injured employees and bring them to the nearest hospital if needed.
- Maintain all employee's medical records.
- Promote healthy eating and wellness programs.
- Secure and ensure that the sick employees submit a "fit to work" certificate upon returning to work.
- Document all employee injury and illness and keep this information confidential.
- Interpret and evaluate diagnostic test based on the verification of medical certificates.
- Improve the health of employees through on-going programs and health checks.
- Develop strategies to ensure maximum employee work input.
- Schedule and assist annual medical examinations of all employees.
- Conduct inventory of medicines and other supplies every month.
- Communicate with management on a regular basis.

Jun 2022 - Nov 2022
(5 Months, 4 Weeks)

REGISTERED NURSE

Makati Medical Center
HealthCare / Medical
Makati City

Job Summary: Responsible for the delivery of patient care through the utilization of the nursing process and based on the internationally accepted nursing practice standards. He/she is responsible for managing records, supplies and equipment; provide health education to patients and families and collaborates with other professional disciplines to ensure effective patient care delivery and the achievement of desired patient outcomes.

Duties and Responsibilities:

- Performed patient's assessment including cardiovascular, respiratory, neurologic and trauma.
- Evaluating medical information, as well as providing direct and individualized bedside nursing care to patients.
 - Preparing, administering and recording prescribed medications.
- Changing dressings, inserting catheters, and starting IVs.
- Adjusting specialized medical equipment as needed, as well as interpreting and recording measurements.
 - Monitoring patients' vitals and reporting adverse reactions to medications in a timely manner.
- Maintained and managed patient's database in EMR software.
- Collaborating on discharge planning with the healthcare team.
- Educating patients and their families on disease processes, medical-surgical procedures and medication.
 - Maintaining and updating patient files, medical charts, and health records.
- Adhering to best nursing practices, standards, and protocols.

Oct 2020 - May 2022
(1 Year, 7 Months)

NURSING ASSISTANT

Makati Medical Center
HealthCare / Medical
Makati City

Roles & Responsibilities:

- Establishes therapeutic relationship with the patient and family.
- Administers quality of care to all patients for the duration of the patient's hospitalization
- Facilitates the integration of the nursing practice framework into the unit-based daily patient care management and supports the multidisciplinary team in this effort.
- Collects comprehensive patient data in a systematic and ongoing process through interview, vital signs monitoring and skin integrity
- Notifies the Registered Nurse when numerical values of the patient's vital signs are outside of the established parameter
- Performs Patient comfort measures like bathing, grooming, toileting, dressing
- Performs feeding & assisting with fluid and nutritional intake following dietary guidelines and aspiration precautions
- Applies prescribed orthotics, prosthetics and other mobility devices
- Performs mobility assistance including ambulation, transfers, positioning using proper body mechanics or lifting devices
- Supports and implements specific procedures and programs for safety
- Coordinates plan of care with other healthcare teams
- Performs other tasks that may be assigned by the immediate superior from time to time.

Dec 2018 - Dec 2019
(1 Year, 4 Weeks)

Document Controller

STC Oman LLC.

Architectural Services / Interior Design

Dubai, UAE

Job Description: Undertake various functions related to document control, administrative supports and secretarial jobs.

Roles & Responsibilities:

? Reports to Project Manager and concern Engineers.

? Prepares and upload submission of site clearances, permits, inspection reports, request for additional works and other construction related technical documents through Aconex.

? Maintaining the proper log of documents & drawing submissions.

? Ensure that all controlled Drawings & documents related to the Project are maintained to the

latest issue, and that these documents/drawings are made available wherever required.

? Handling & controlling of all engineering records and sub-contractors documents.

? Schedule meeting and prepare minutes of meeting.

? Review and update technical documents (e.g. workflows)

? Distribute project-related copies to internal teams.

? Manage the flow of documentation within the organization.

Nov 2015 - Dec 2018
(3 Years, 1 Month)

Document Controller

Al Reyami Interiors
Architectural Services / Interior Design
Abu Dhabi, UAE

Undertake various functions related to document control, document archiving, document imaging and maintenance of document register for Construction Projects and/or Detail Engineering Projects.

Roles & Responsibilities:

- ? Reports to Operation Manager, Project Manager and concern Engineers.
- ? Receives and registers Client provided document for detail engineering or construction engineering project document.
- ? Controls issuance of document numbers, including maintenance of proper document registers for detail engineering or construction engineering project.
- ? Prepares Material, Drawing and Document transmittals and submittals register log and reviews completeness of documentation.
- ? Coordinates with Clients, Consultants, Sub-contractors/suppliers regarding the sample materials and shop drawings.
- ? Maintains specifically assigned project database and ensures proper document classification, sorting, filing and proper archiving.
- ? Prepares and maintain closed-out documents for the Clients after the project.
- ? Performs file backup to ensure proper storage and archiving of electronic registers.
- ? Prepares engineering project reports, as may be required.

Jul 2012 - Aug 2015
(3 Years, 1 Month)

Receptionist / Data Encoder

Shaqab Abela Company
Food & Beverage / Catering / Restaurant
Doha City, Qatar

To act as the first point of contact for visitors and callers to alert and to undertake a range of other administrative tasks as identified by the Manager.

Roles & Responsibilities:

- ? Reports to Project Manager and Camp Manager.
- ? Enter data in Database Management (Infor EAM System) from source documents into prescribed files and form.
- ? Received screen all incoming calls/emails and re-routing them to relevant parties.
- ? Check emails and answer emails intended for the receptionist.
- ? Receive important documents/packages & delivery receipts from suppliers.
- ? Assist Management staff in photocopying, scanning and faxing documents.
- ? Acts as custodian of all logbooks in reception.
- ? Prepare, compile and sort documents for data entry and verify data and correct data where necessary and obtain further information for incomplete documents.

Dec 2010 - May 2011
(5 Months, 4 Weeks)

Cashier / Counter

Jollibee Foods Corporation, Philippines
Food & Beverage / Catering / Restaurant
Batangas City

- Receives payments by cash.
 - Issue receipts, refunds, credits, or change due to customers.
 - Count money in cash drawers at the beginning of the shifts to ensure that amounts are correct and that there is adequate change.
 - Resolve customer complaints.
 - Answer customers questions, and provide information on procedure or policies.
 - Keep periodic balance sheets of amounts and numbers of transactions.
 - Compute and records total of transactions.
 - Cleaning the counter area after the shifts.
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Educational Attainment

Jun 2007 - Apr 2012

University of Batangas
Bachelor's / College Degree
Bachelors of Science in Nursing

Licenses / Certifications

Mar 09, 2024

Basic Occupational Safety and Health (BOSH) Training for Nurses
OHN-2024-V-0085-03610

Aug 01, 2022

REGISTERED NURSE
0944257

Government Documents

Passport

ID Number: P4740015C
Place of Issue: DFA NCR WEST
Date of Expiration: Jul 18, 2033

Trainings / Seminars

Mar 04, 2024 - Mar 09, 2024

Basic Occupational Safety and Health (BOSH) Training for Nurses
Occupational Health Nurses Association of the Philippines (OHNAP)
Online Platform

Sep 22, 2023 - Sep 22, 2023

IGNITE 2023 Clinical Nursing Forum 6: Fluid and Electrolytes
Makati Medical Center - Nursing and Patient Care Services Division -
Nursing Education Research and Development
via Zoom Conference

Sep 15, 2023 - Sep 15, 2023

IGNITE 2023 Clinical Nursing Forum 5: Acute Coronary Syndrome: A Nursing Perspective
Makati Medical Center - Nursing and Patient Care Services Division -
Nursing Education Research and Development
via Zoom Conference

Jun 23, 2023 - Jun 23, 2023	IGNITE 2023 Clinical Nursing Forum 2: Principles of Neuro Critical Care & Discussion about Subarachnoid Hemorrhage Makati Medical Center - Nursing and Patient Care Services Division - Nursing Education Research and Development via Zoom Video Conference Platform
Sep 09, 2022 - Sep 09, 2022	Advanced Chemotherapy Infusion Program Makati Medical Center - Nursing and Patient Care Services Division - Nursing Education Research and Development Zoom Platform
Jun 11, 2022 - Jun 15, 2022	Nursing Competency Workshop MAKATI MEDICAL CENTER MAKATI CITY, PHILIPPINES
Mar 03, 2021 - Mar 03, 2021	COVID-19 Vaccination Program for Nursing VAX Team Makati Medical Center Makati City, Philippines

Skills	Flexible, quick learner who easily adapts to new situations and enjoys challenges. Self-motivated professional with a commitment to providing quality service. Strong organizational and communication skills. Knowledge in P.C. and Microsoft Office software.
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Languages	English Basic Nihonggo Basic Arabic Basic Hindi
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Character References

Mr. Gopikrishnan Manohar	Operation Manager <i>Al Reyami Interiors</i> +97150-732-5368 gopi.k@reyami.com
Engr. Karen P. David	Estimation Engineer <i>Al Reyami Interiors</i> +971-50-535-6293 nerak_punay@yahoo.com