



GRACE MARILOU T. CARAMBAS

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Sabaro St. Poblacion, Alaminos
City, Pangasinan Philippines
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EDUCATION

Bachelor of Science in Nursing Pre-Nursing (2007 – 2009)

Jose Rizal University
Mandaluyong City, Metro Manila
Philippines

Midwifery (2003 – 2005)

Great Plebeian College
Alaminos City, Pangasinan,
Philippines

LICENSE

Midwife Board Passer

November 2012

SKILLS

Health Care

Critical Thinking and Problem-Solving

Adaptability and Flexibility

Teamwork and Dependability

Organization and Creativity

Communication Skills

Computer Skills

OBJECTIVE

Seeking a challenging work environment in a reputable organization where I can exercise my skills to the fullest extent and to further improve and acquire develop new skills.

WORK EXPERIENCE

Clerk

January 2024 to Present

Poblacion Barangay Hall

San Jose Drive Alaminos City, Pangasinan, Philippines

- Performs clerical duties including typing, filing and completion of simple word.
- Operates office machines including copier, scanner, phone, personal computer and other standard office equipment.
- Copies, sort, files and records documents related to office activities and other matters.
- Prepares letters, forms, memos and reports according to written or verbal instructions.
- Maintain filling system updated either manually or electronically.
- Perform other related duties as assigned.

Community Health Worker

July 2022 – December 2023

Poblacion Barangay Hall

Sn Jose Drive Alaminos City, Pangasinan

- Advise, encourage and initiate improvements in the environmental health at the barangay level.
- Assist the family planning service with emphasis on activities such as methods of family planning.
- Provide simple nutrition information to the community, identify and refer malnourish children to midwives and assist weighing of children.
- Give adequate assistance to the midwives in the prevention and control of communicable disease prevalent in the local community.
- Give adequate assistance to the midwives or nurses in the care of mothers and children in the promotion of maternal and child health.

Caregiver

January 2018 – December 2021

Cristina Carambas (89 years old)

Alaminos City, Pangasinan, Philippines

- Provide companionship, personal care and love to the patient as if they were my own family.
- Care for patient by changing of bed linens laundry, ironing and assisting with their personal care.
- Maintaining positive relationship and giving assistance with the patient.
- Preparing meals and perform light housekeeping.
- Monitor performance and report to family and doctor immediately.

SEMINAR & TRAINING

23 Essential Skills of Administrative Professionals Must-Have in 2023
ARIVA ACADEMY PHILIPPINES
March 02, 2023

Airway Interventions in Resuscitation
The Medical City Department of Emergency Medicine
November 29, 2022

Reflux in Pregnancy
Integrated Midwives Association of the Philippines (IMAP), Inc.
November 25, 2022

Response, Recovery, Resilience:
Roadmap to Crisis Management in Healthcare
UP Manila College of Medicine
November 16 -18, 2022

Standard First Aid and Basic Life Support – Cardio Pulmonary Resuscitation with Automated External Defibrillator
Philippine Red Cross Alaminos City – Western Pangasinan Chapter
October 26 – 29, 2022

Administrative Excellence:
Advancement and Preparedness of Future Administrative
Cavite State University
April 04, 2022

Conquest of HIV Thru Public Health Education
Alaminos City, Pangasinan
November 16 -18, 2018

Milestones and Advances in Newborn Screening
Newborn Screening Society of the Philippines
October 03, 2022

Increasing Health Care Investment through Upgrading of Proper Knowledge, Skills and Attitude of Healthcare Provider
Alaminos City, Pangasinan
June 23 - 25, 2018

Maternity Staff Lactation Management Training
Western Pangasinan District Hospital
May 28 – 30, 2013

Neurological Emergencies
Tarlac City, Philippines
February 12, 2011

Front Desk / Pet Care

Kangar Pet Shop
Dubai, United Arab Emirates

August 2014 - August 2016

- Responsible in encoding data and report of sales to the computer and maintain filing system of all required documents.
- Answer telephone calls to book reservations, inquiries and giving information to the callers.
- Print necessary documents and scan barcodes.
- Respond and send email to costumers for inquiries, receiving packages, deliveries and letters.
- Provide excellent customer service by greeting customers, addressing concerns, providing in – store shopping services.
- Assists in bathing and grooming boarded animals as per owner's specification.
- Feed and medicate dogs and cats. Walk dogs and supervise daycare and generate safe friendly environment for animals.
- Maintain the grooming facility and equipment by performing tasks including, sweeping floors, wiping counters, cleaning cages, and checking equipment and supplies.
- Sending pets to Veterinary Clinic for check –up.
- Check stock and inventory shipments. Making sure deliveries are correct and of good quality.
- Process business transactions, handle cash, process debit/credit cards and perform returns or exchanges when permitted.

Nursing Attendant / Midwife

January 2011 - July 2014

Western Pangasinan District Hospital
Alaminos City, Pangasinan, Philippines

Place of Assignment:

- CEMOC Ward (Comprehensive Emergency Obstetric Care)
- Emergency Room
- Medical Ward (Adult and Geriatric Ward)
- Out-Patient Department

- Assists information and front desk clerk in getting profile of patients.
- Takes and records the vital signs of the patients.
- Performs initial assessment of patients and refer patients to section in OPD for evaluation and diagnosis of doctor on duty.
- Assists the nurse on duty in cleaning the wounds and in preparing tools for minor surgeries.
- Assists physicians during his examinations to patients as requested.
- Cleans and disinfects operating room / ward area.
- Accompanies patients to the admission unit upon recommendation of the doctor for admission to the hospital.
- Performs clerical functions in getting information of patients from watchers for record purposes.
- Assists nurses and doctors in attending to patients on emergency cases.
- Helps patients in feeding, undressing and dressing up, and in taking care of their personal hygiene.
- Giving support and advice on the daily care of the baby, including breast feeding, bathing and making up feeds. Maintained records of patients for regular checkups.
- Performs other functions when needed.

REFERENCES

Available upon request.