



KATRINA APOSTOL

Al Nahda 2, Dubai UAE

+971 52 5614217

katgmapostol@gmail.com

OBJECTIVE

To provide support and assistance by dedicating my skills, knowledge and positive work attitude to contribute in the success of your company.

EDUCATION

**BACHELOR OF SCIENCE IN
NURSING**

2006-2011

**Centro Escolar University
Makati City, Philippines**

CERTIFICATION

Licensed Nurse in the Philippines

WORK EXPERIENCE

CUSTOMER SERVICE (GALLERY OPERATIONS)

OLIOLI CHILDREN'S MUSEUM

DUBAI, UAE

January 2018- April 2020

Provide education and quality

customer service among guests, children and families

CUSTOMER SERVICE (ACTIVITY FACILITATOR)

KIDZANIA MANILA

TAGUIG CITY, PHILIPPINES

November 2015- September 2017

Facilitate activities in a Play City that allows children to

Role Play on different careers. Provide quality customer

service among guests.

MEDICAL SECRETARY/ EXECUTIVE ASSISTANT

ASIAN HOSPITAL AND MEDICAL CENTER

MUNTINLUPA CITY, PHILIPPINES

February 2015- November 2015

Provide Admin support to the Chief Surgeon,

Schedule Management, Charting, Clinic Organization, Receiving

and answering phone calls, emails and clinic inquiries

RECEPTIONIST/ STAFF NURSE

PATIENT FIRST MEDICAL CENTER

MAKATI CITY, PHILIPPINES

May 2013- February 2015

Provide clinical patient care,

assist doctors, charting, Front desk task, schedule

management, insurance coordination and approvals

INTENSIVE CARE UNIT NURSE

NEW DIVINE MERCY HOSPITAL

LAGUNA, PHILIPPINES

June 2012- December 2012

Provide quality nursing care in bedside and

critically ill patients, charting nurse's notes,

carry doctor's orders

TRAININGS AND CERTIFICATIONS:

HIPAA TRAINING

Hello Rache Virtual Assistance Training
Arizona, USA

INFECTION CONTROL FUNDAMENTALS

Uniteam Medical Assistance LLC
Abu Dhabi, UAE

COVID 19 AWARENESS

Uniteam Medical Assistance LLC
Abu Dhabi, UAE

UNDERSTANDING INTERNATIONAL PATIENT SAFETY GOALS

Uniteam Medical Assistance LLC
Abu Dhabi, UAE

RAPID ECG INTERPRETATION

Uniteam Medical Assistance LLC
Abu Dhabi, UAE

SERVICE QUALITY CENTER TRAINING

Kidzania Manila
Taguig, Philippines

CUSTOMER SERVICE TRAINING PROGRAM

Quezon City, Philippines

FIRST AID AND EMERGENCY MANAGEMENT TRAINING

Makati City, Philippines

BASIC INTRAVENOUS THERAPY TRAINING FOR REGISTERED NURSES

Alabang, Philippines

AMERICAN SAFETY & HEALTH INSTITUTE TRAINING PROGRAM IN CPR PROFESSIONAL

Makati, Philippines

QUALIFICATIONS:

- Excellent Customer Service experience
- Good written and oral English communication
- Skills and knowledge on Admin and Office work
- Experienced in research and written reports
- Proficient in MS Office Suite
- Hardworking, responsible, flexible, efficient and collaborates easily with co workers

PERSONAL INFORMATION:

Age: 31 yo
Birth Date: 20 December 1989
Civil Status: Married
Visa: Company Visa with NOC

Personal/ Career References available upon request.

I hereby certify that everything written is true and correct to the best of my knowledge and ability.

KATRINA APOSTOL

Applicant