

PARANADA, RODESSA MAHINAY

Address: Dampa Building, Al Danah – Fatima Bin Mubarak Street, Abu Dhabi, United Arab Emirates

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Visa Status: Visit Visa / Tourist Visa

Expiry Date: December 21, 2023

OBJECTIVE:

Seeking for a company where my experience cannot only improve the status of the company but also automate the working process to the best possible one.

PERSONAL INFORMATION

Nationality	: Filipino
Date of Birth	: November 21, 1994
Place of Birth	: San Antonio, Zambales, Philippines 2206
Gender	: Female
Religion	: Aglipayan
Language	: English, Tagalog

EDUCATIONAL ATTAINMENT

COLLEGE GRADUATE 4 YEAR DIPLOMA COURSE:

Bachelor of Science in Psychology

Ramon Magsaysay Technological University

Iba, Zambales, Philippines 2201

2010-2015

SKILLS

- Able to adapt oneself to new surroundings; to make suitable change so as to fit new conditions.
- Enjoy working and being with people.
- Ability to work in Microsoft Word, Microsoft PowerPoint, and Microsoft Excel.
- Strong computer literate.
- Good Communication Skills. (Written, Verbal, Non-Verbal and Visual)

TRAINING

On the Job Training

Samer Global Manpower Services, Inc.

Human Resource Department

Duties:

- Paper screening of employment applications
- Administering, checking and interpreting pre-employment written examinations
- Conducting pre-employment face-to-face interview
- Basic office procedures i.e. sorting, filing and record keeping

WORK EXPERIENCE

San Marcelino District Hospital

Medical Social Worker Department

Administrative Aide

February 21, 2021 – September 15, 2023

Duties and Responsibilities:

- Interview and classify/assist patients
- Enroll patients in Point Of Service-Financially Incapable category of Philippine Health Insurance
- Provides explanations to patient queries and relevant information
- Attends referrals of the medical team to patients needing social assistance
- Conducts ward visits for further evaluation of the condition and status of the patients and their families

San Marcelino District Hospital

Pharmacy Department

Pharmacy Aide

February 1, 2017 - February 20, 2021

Duties and Responsibilities:

- Assists the Pharmacist to carry out inventory of Pharmaceutical Products
- Assists in the dispensing area under the supervision of Pharmacist
- Encodes issued medical supplies/medicines to patient's ledger upon discharge
- Assists the Pharmacist in receiving stocks delivered
- Monitors room and biological refrigerator temperature

I hereby certify that the above information is true and correct to the best of my knowledge and belief.


RODESSA M. PARANADA
Applicant

Republic of the Philippines

Ramon Magsaysay Technological University

(Formerly Ramon Magsaysay Polytechnic College, Western Luzon Agricultural College and Candelaria School of Fisheries)
Iba, Zambales

To All Men To Whom These Presents May Come,

GREETINGS:

*Be it known that the Board of Regents, by the authority of the Republic of the Philippines
and on recommendation of the University Academic Council, has conferred upon*

Rodessa D. Mahinay

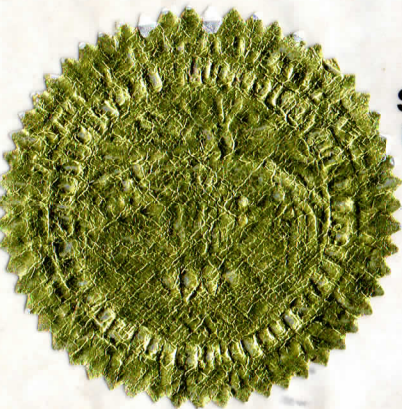
who has fulfilled all the requirements therefore, the degree of

Bachelor of Science in Psychology

with all the rights, honors and privileges, as well as the obligations and responsibilities thereunto appertaining.

*In testimony whereof, the seal of the University and the signatures of the University President,
the Registrar and the Dean of the college are hereunto affixed.*

Given at Iba, Zambales, Philippines this 10th day of April in the year of our Lord two thousand fifteen.



Santi A. Magtalas

SANTI A. MAGTALAS, Ed.D.
Dean, College of Arts and Sciences

Cecilia A. Santiago
CECILIA A. SANTIAGO
Registrar IV

Cornelio C. Garcia
CORNELIO C. GARCIA, Ph.D.
University President