Rose Lalaine Raon Angeles

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OBJECTIVES

- To be able to work in a well-established company that I can execute my honed skills.
- To strengthen my inter-personal skills while promoting the company's vision.
- To embrace the pressure of having a target goal for a certain period of time.

PROFESSIONAL EXPERIENCE

Hamad Medical Corporation

Covid Clinical Supporter 1 | January 30, 2022 – December 31, 2022

- Prepare swabbing materials before task announcement and distribution.
- Call patient to gather related information before going to their place for swabbing.
- Do swabbing, documentations and gathering patient's Covid related status.
- Sending the gathered data to Ministry of Public Health (MoPH) and the collected specimens to Virology Department.

Behavior Modification Incorporated/Slimmers Word Incorporated

Brand Ambassador/Receptionist | January 2015 – January 2017

- Ensure the center is organized before operating hours.
- Discuss the center's vision for every new members and different membership options and packages.
- Ensure floor traffic during Aero/Dance exercises.
- Conduct different booths within Metro Manila.
- Sort all major contracts and tally all center's sales within the day and relay it to the accounting office.
- Compute all staff commissions/conductions and sales every cut offs.
- Answer all phone quarries and scheduled fitness treatments.
- Endorsed new member and walk in clients to the other departments. (fitness treatments/gym area)
- As a head receptionist, In-charged for the schedule of co-receptionists and tasks dissemination.

EDUCATIONAL ATTAINMENT

Universidad De Manila (formerly City College of Manila)

Arroceros, Manila
Bachelor's Degree in **Nursing** 2014

ADDITIONAL SKILLS

- Can do MS office
- Can do multitasking if needed
- Strong communication skills
- Reliable and Response
- Ability to work independently
- Resourceful with the ability to improvise