



Nikki T. Sia

ADMITTED TO PHILIPPINE
BAR: MAY 2022

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- Strongly focused, with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines.
- Fluent in English, Filipino and Cebuano.
- Hardworking, adaptable, a fast learner, goal-oriented and ethical.
- Possesses strong communication skills and the drive and motivation to succeed.
- Values the importance of teamwork.

WORK EXPERIENCE

ASSOCIATE

Larrazabal Business Law Solutions

April 2022 to Present

- Provides assistance to retainer clients on corporate and legal matters, incorporation and other applications with the SEC
- Prepares legal memoranda; Prepares reportorial requirements to be submitted to the SEC

COVID-19 RESIDENT RECOVERY PROJECT COORDINATOR

Local Government Unit of Ormoc City

May 2020 to December 2020

- Set up of the repatriation system for stranded Ormocanons due to COVID19;
- Oversaw the documentation of each phase of the project, as well as making summary reports that will be presented to the Team and to the City Mayor;
- Determined project changes and provided the proper administrative support as needed, as well as developing strategies and providing solutions that may arise during the process to ensure the safety and security of Ormoc City in line with the ongoing programs during the COVID19 pandemic.

PRIVATE SECRETARY 1 (PARALEGAL)

Local Government Unit of Ormoc City

July 2016 to December 2019

- Performed research work on various legislative bills and proposals that may affect the LGU's programs and projects
- Drafted ordinances and resolutions as necessary to be sponsored by City Councilors
- Drafted agreements, legal forms and other related documents
- Made and monitored transcriptions of all hearings and Committee meetings, including the drafting Committee Reports on a weekly basis
- Organized and monitored the records or files of all businesses being handled by a City Councilor

REGISTERED NURSE

OSPA-Farmers' Medical Center

December 2012 to August 2013

- Responsible for the administration of oral, intramuscular and IV medications to patients, monitored patient responses and took action if urgent situations occurred.
- Provided assistance to patients with their healing and recovery, monitored and administered holistic patient care, provided education and information regarding strategies for continued care.
- Consistently achieved patient care and recovery goals by collaborating with multidisciplinary healthcare teams and creating individualized treatment plans.
- Provided information to patients regarding their health conditions and treatments, answered questions and distributed other information packages for them to take home.

EDUCATIONAL TRAINING

November 2014 to 2020 **WESTERN LEYTE COLLEGE**

- Juris Doctor
- Association of Law Students of the Philippines Island Representative
- WLC Lex Circle Vice President (2018 to 2019)
- WLC Lex Circle Secretary (2015 to 2018)

2008 to 2012 **VELEZ COLLEGE**

- Bachelor of Science in Nursing
- Leadership and Service Award recipient
- Editor-in-Chief, Vital Signs
- Student Body Organization Secretary

2004 to 2008 **ST. PETER'S COLLEGE OF ORMOC**

- Graduated with Highest Honors

CHARACTER REFERENCES

AVAILABLE UPON REQUEST