



PERSONAL DETAILS

Nationality

Philippines

Marital Status

Single

Address

R. Magsaysay Avenue
Baybay City, Leyte 6521

Hobbies

Running
Badminton
Gardening

EDUCATION

Diploma in Nursing Aide
(2006 – 2008)

CERTIFICATES

Basic Life Support
Healthcare Providers
(September 2006 &
February 2008)
National Certificate II in
Healthcare Services
(April 2008)

SKILLS

- ✓ Customer Service
- ✓ Time Management
- ✓ Communication
- ✓ Basic Computer Skills

MARIA DAISYREL ALEA

CONTACT

- ☎ +639274457304
- ✉ mdaisyrelalea@gmail.com

WORK EXPERIENCES

NURSING AIDE

Western Leyte Provincial Hospital

April 2008 – July 2008

Baybay Doctors Hospital

September 2008 – April 2009

- ✓ Prepare the room & bed for in-patient.
- ✓ Take vital signs, and assist with all areas of patient care.
- ✓ Checking, recording and monitor vital signs
- ✓ Assisted with an examination, procedure, and treatments
- ✓ Administer medications according to the doctor's notes to the patient according to the schedule.
- ✓ Treat & care for patient.

PHARMACY CASHIER

Baybay Doctors Hospital

April 2009 – November 2010

- ✓ Assist customer Doctor's prescription , Inventory and recording stocks, record sales and accepting customers payment.

SALES CLERK

Baybay Glass and Aluminum Supply

September 2008 – April 2009

Golden Glass and Aluminum Supply

September 2008 – April 2009

- ✓ Assist customer , Handle money and budgeting, Calculate Project Cost, Inventory and record stocks and sales.

WELLNESS SECRETARY

Nutrition Hub

July 2015 – March 2020

- ✓ Provide customer needs, educate customer about nutrition and wellness, handle money and budgeting, inventory products sales.

ASSISTANT SECRETARY

RS TOLEDO Surveying

April 2022 – March 2023

- ✓ Assist Client inquires, Data Entry, Scheduling surveys, record and file data.