



Maria Daisyrel Alea

CONTACT ME

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📍 Baybay City, Leyte 6521
Philippines

EDUCATION

Diploma in Nursing Aide

Franciscan College of Immaculate Conception
2006 - 2008

Secondary

Baybay National High School
2002 - 2006

Elementary

Baybay North Central School
1996 - 2002

CERTIFICATE/S

Preparing Desserts

Technical Education and Skills Development
Authority (TESDA Online Program)
December 10, 2022

Preparing Cakes

Technical Education and Skills Development
Authority (TESDA Online Program)
December 3, 2022

Organic Vegetables Production

Agricultural Training Institute-Regional
Training Center VIII
June 30, 2020

National Certificate II in Health Care Services

Technical Education and Skills Development Authority
April 5, 2008

Basic Life Support Healthcare Provider

The Philippine National Red Cross
February 27-28, 2008
September 13-16, 2006

SKILLS

- Time Management
- Patients Care
- Basic Computer Skills
- Customer Service
- Strong Work Ethic

WORK EXPERIENCE

SECRETARY

2022 - 2023

RS Toledo Land Surveying Hilongos, Leyte

Assist clients inquiries, assist in scheduling to survey lands, record and file documents.

WELLNESS COACH

2015 - 2023

DJ Nutrition Center

Educate customer about nutrition & wellness, sale and inventory products, manage cash flow and budgeting.

FINANCIAL CONSULTANT

2016 - 2019

PRU LIFE U.K.

Sell Life Insurance, discuss to clients about the importance of having a insurance, process and file documents.

SALES CLERK

2011 - 2015

D' Golden Glass and General Merchandise

Assist customer, handle money and budgeting, calculate project cost, inventory stocks and sales, process workers salary, order stocks to the supplier, controls stock price and project price cost, deposit sales to the bank.

PHARMACY CLERK

2009 - 2010

Baybay Doctors Hospital

Assist customer Doctors prescription. inventory and recording sales and stocks, accept customer payments.

NURSING AIDE

2008 - 2009

Baybay Doctors Hospital

NURSING AIDE

April-July 2008

Western Leyte Provincial Hospital

Prepare the room & bed for in-patient, take vital signs and assist with all areas of patient care; checking, record and monitor vital signs; assist with an examination, procedure and treatments, administer medications according to the doctors note to the patients according to the schedule prepared by the registered nurse.

REFERENCES

Myrna Toledo

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Jenelyn Abapo

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