



## Nikki T. Sia

JURIS DOCTOR

📍 257 SSS Village, Brgy.  
San Pablo, Ormoc City,  
Leyte, PH

✉ nikkitabucanonsia@gmail.com

☎ +63 917 320 9695

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- Strongly focused, with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines.
  - Proficient in manipulating Microsoft Windows applications such as Word, Powerpoint, Excel, etcetera with competent research and communication skills.
  - Competent leadership skills, focused, meticulous and performance-driven.
  - Strong communication and coordination skills.
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## WORK EXPERIENCE

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### COVID-19 RESIDENT RECOVERY PROJECT COORDINATOR

*Local Government Unit of Ormoc City* May 2020 to December 2020

- Handled the setting 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.
- Advanced nursing competencies through participation in simulation exercises and practice improvement projects.
- Provided assistance to patients with their post-surgery healing and recovery, monitored patient care of wounds, 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

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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

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## CHARACTER REFERENCES

AVAILABLE UPON REQUEST