

PERSONAL INFORMATION

Name: Ma. Desiree Jois M. Cheng

Marital Status: Married

Date of Birth: November 8, 1986

Nationality: Filipino

Address: Malaz Riyadh Saudi Arabia

Address: Estancia Kalibo, Aklan, Philippines

Mobile No. : +966 50 475 3443 (Riyadh)

+063 919 258 7565 (Philippines)

Email Address: mcheng@mcst.edu.sa



QUALIFICATION:

- Registered Nurse

Nursing Licensure Examination, Philippines, November 29 - 30, 2009

EDUCATION :

SAINT GABRIEL COLLEGE, Philippines

Bachelor of Science in Nursing (2005-2009)

COMPUTER SKILLS :

- Microsoft Office 2007/2010 (Word and Excel)

PROFESSIONAL / WORK EXPERIENCE :

❖ ALMAAREFA COLLEGES , Riyadh, K.S.A., August 03, 2014 - Present

Designation: Skills Laboratory Technician

Responsibilities:

- The role mainly involves providing technical support, ensuring that equipment is functioning properly and is ready to use and that right material are available for particular lessons.
- Cooperating with academic staff to discuss teaching schedules, equipment requirements and work plans in skills laboratory.
- Supporting the work of teachers in classes and laboratory sessions by giving technical advice.
- Work closely with students to explain or demonstrate how to use equipment properly during their training schedule.
- Preparing and setting-up the equipment or devices to be used by the lecturer and students during lectures.
- Maintaining and calling for repairs of equipment or laboratory apparatus.
- Ensuring that equipment is properly cleaned and appropriately stored.
- Requesting and managing the stock control of disposable materials.
- Ensuring that all health and safety procedures are understood and followed correctly by students.
- Record keeping of all the stocks received, borrowed and disposed.
- Maintaining the cleanliness of skills laboratory.
- Assisting the doctors during preparation of examination.
- Invigilate during practical and written examinations.

❖ WVCHD RNHEALS at RHU, Philippines, January 16, 2013 – December 31, 2013

Designation: Rural Health Nurse

Responsibilities:

- Serves patients by visiting homes; determining patient and family needs; developing health care plans; providing nursing services and treatments; referring patients with social and emotional problems to other community agencies.
- Provides health information by instructing family in care and rehabilitation of patient; maintaining health and prevention of disease for family members; teaching home nursing, maternal and child care; providing instructions in other subjects related to individual and community welfare.
- Safeguards health of children by participating in child health conferences, school health; providing group instruction for parents; conducting immunization programs.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Documents actions by completing forms, reports, logs, and patient records.
- Updates public health job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Helps the community health care team by coordinating assessment, planning, and providing of needed health and related services; participating in case conferences with physicians and representative of other agencies.
- Assisting the physician during consultation.

❖ **Dr. Rafael S. Tumbokon Memorial Hospital, Philippines, July 1, 2010 – January 13, 2013**

Designation: Emergency Room Nurse

Responsibilities:

- Admission of the patient to Emergency Room/ER
- Assessing, Recording and Evaluation of patient's condition.
- Informing doctors-on-duty.
- Documents patient care rendered by charting.
- Assist in various procedures like Intubation, Chest Tube Insertion, Foley's Catheter Insertion and minor surgeries.
- Monitor vital signs and report to the physician.
- Provide bed side nursing care.
- Administer medication and treatments as prescribed by the physician.
- Collection of samples evaluates and record the results.
- Prepare the patient for various examinations such as X-ray, ECG, Ultrasound and CT scan.
- Provide psychological support to the patient and relatives.
- Maintain barrier nursing techniques and prevent cross infection.
- Follow medical and surgical asepsis.

❖ **Philippine National Red Cross, Philippines, January 10, 2010 – March 22, 2010**

Designation: Volunteer Nurse

Responsibilities:

- Vital signs taking and recording of the blood donor.
- Blood service volunteers assist with scheduling blood donations and providing customer service to donors.
- Attends training for a variety of emergency response teams including certification for CPR and First Aid.
- Respond to emergencies, assess the needs of victims.

TRAININGS AND SEMINARS ATTENDED :

- Theoretical Training Course About Fire Hazards Awareness and Evacuation Plans for Colleges
AlMaarefa Colleges, Theater-B2, Riyadh, K.S.A., October 26, 2016
- Oncology (Lung Cancer)
Saint Gabriel Medical Center Inc. Philippines, March 16, 2013
- Death and Dying
Saint Gabriel Medical Center Inc. Philippines, March 16, 2013
- First Aid Training Center
Philippine National Red Cross, Philippines, January 10 -13, 2010
- Basic Life Support (CPR Training for Healthcare Providers)
Philippine National Red Cross, Philippines, January 23 – 24, 2010