**CRISTINA G. ZABELLA**

Highway view subd. Masin Sur

### Candelaria, Quezon Philippines

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***OBJECTIVE***

Seeking a position using my extensive knowledge and successful experience within the Corporate and Healthcare industry.

***TRAININGS/SKILLS***

* Standard First Aid Training & Cardiopulmonary Resuscitation Training
* Basic Leadership and Management Training
* Fire and Earthquake Safety Evacuation Drill and Project Noah Orientation
* Basic Microsoft Word, Excel, Power point and Adobe Photoshop knowledge
* Proficient in advance technology
* Able to adapt with new environment quikly

**EMPLOYEMENT BACKGROUND**

**VOLUNTEER NURSE**  ***San Pablo Medical Hospital***

June 2008 – September 2008 San Pablo City

**Duties: Nurse Apprentice**

1. Scheduled patient admissions and discharges.
2. Rendered health teachings.
3. Assess patient’s status and taking vital signs.
4. Maintain patient chart and confidential files.

**HR STAFF – RECRUITMENT/COORDINATOR**  ***Dent Chem Enterprise Company***

Jan 2011 – Feb 2013 Blk.3 Lot12 & 14, Cabuyao Central Subd.,Pulo

Cabuyao,Laguna

**Duties: HR Recruitment / Field Coordinator and Nurse Assistant**

1. Assisting Industrial Nurse ( Padre Pio Health Care Solutions )
2. Phone interviewer
3. conduct initial assessments over the phone
4. prepare status reports related to hiring
5. assist in test administration
6. assist in on boarding procedures (i.e. orientation of new hires, ensure completion of pre-employment requirements)

**HR- ASSISTANT**   ***TSL Marketing Corporation - Winterpinegroup of Companies*** May 2013 – Present 88 Kapiligan St.Brgy. Doña Imelda Village Quezon City 1113

**Duties: TRAINING AND SPECIAL PROGRAMS**

1. Assists in scheduling and coordinating and/or conducting behavioral training programs and

other learning events across the organization

1. Assists in developing training handouts and materials for learning sessions
2. Assists in the review of training modules for updating and/or revision of standard routines / Desktop procedures
3. Co-facilitate / Assists in new hire orientation for new employees

**Duties: RECRUITMENT ASSOCIATE**  
 1. Main responsibility is to assist the Recruitment Specialist in the End to End Recruitment

Process

**Duties: FIRST AIDER-CO. NURSE /EMPLOYEE RELATIONS /CORP. SOCIAL RESPONSIBILITY**

1. Giving first aid and assist to the hospital for emergency case
2. Monitoring and Issuance Tardiness Memo/ Disciplinary Action
3. Checking agency billing for payment

**Duties: COMPENSATION BENEFITS**

1. Receiving and Processing Loan Applications
2. Encoding, processing payment and posting to SSS and HDMF Etc.
3. Liaison Officer
4. Coordinator of Health Maintenance Organization (HMO) / **MEDICARD** health card enrollment and cancellation

**HR- ASSISTANT & Company Nurse**  **NANOS TECH ELECTRONICS**

Carmelray Industrial Park 2 special economic zone

April 16, 2018 – Present

**EDUCATIONAL ATTAINMENT**

**TERTIARY**

2007 – 2008  **Bachelor of Science in Nursing**

San Pablo Colleges

College of Nursing

San Pablo City 4000

Laguna, Philippines

**SECONDARY**

2002 - 2003 Manuel S. Enverga University Foundation

Candelaria, Quezon

**PRIMARY**

1998 – 1999 Manuel S. Enverga University Foundation

Candelaria, Quezon

**AFFILIATION: STUDENT NURSE**

***Quezon Medical Center***

Lucena City

Phillipines

November – December 2006

***Tayabas Community Hospital Inc***.

CM Recto St. Tayabas Quezon

***San Pablo Medical Center***

San Pablo City Laguna

***National Center for Mental Health***

Mandaluyong,Manila

Philippines

March to April 2007

***Philippines Orthopedic Center***

Quezon City

Philippines

October 2007

***San Lazaro Hospital***

Sta. Cruz, Manila

Philippines

November 2007

***Panlalawigan Pagamutan ng Laguna***

San Pablo City

Philippines

December 2007

**ZABELLA, CRISTINA GONZALES**