

FREDERICK JOHN V. YANOS

Contact no.: [REDACTED] [REDACTED]

CAREER OBJECTIVE:

A hard working and optimistic individual in search of a career where my skills and knowledge can be utilized and honed; to nurture my capabilities so that I can achieve professional growth and maturity.

EDUCATIONAL BACKGROUND:

Tertiary: Manila Tytana College: Manila Doctors College of Nursing
Diosdado Macapagal, Pasay City Philippines - 2010-2014

** Best Qualitative Research for the 2014 Manila Doctors College of Nursing Research Congress*

SKILLS:

- Certified Nursing Assistant
- Possesses therapeutic and effective communication skills.
- Flexible in all work schedules, easy to adapt to any work conditions
- Fluent in speaking and writing in English and Filipino
- Effective Leader and Manager
- Computer, internet, Microsoft office literate.
- Very organized and dedicated to work
- Can work under time pressure and deadlines.
- Creative and inclined with arts
- Good with research and reports
- Punctual and Compliant
- Background in Nursing Informatics
- Background in Geriatric Nursing
- Excellent phone and customer service skills
- Experience in Long Term health care facility
- 2 years' experience in scheduling and staffing

JOB EXPERIENCE:

Jennings Terrace: Unit Clerk, Medical Records and Central Supply
Aurora, Illinois January 2020- present

- creates nursing staff schedule making sure that it is fully staffed
- Maintains and orders medical supply
- Files and scans Medical documents
- Make appointments with residents, staff and family
- Daily updating and making sure staffing is correct
- Stocking and distribution of medical supply
- Creates needed documents and reminders
- Locates and calls potential staff from health care resource

<p>Jennings Terrace: Certified Nursing Assistant Aurora, Illinois January 2019 - January 2020</p>	<ul style="list-style-type: none"> • Provides quality care to residents • Assist in ADL's and iADL's • Coordinates and collaborates with nurses, therapists, activities, kitchen and other facilities to provide holistic and optimum care • Reports any changes, declines or abnormalities for further assessment
<p>FTD Company: Customer Service Representative Downers Grove, Illinois January 2016 - October 2018 LTD Commodities: Customer Service Representative Aurora, Illinois September 2015 - December 2015 / August 2018- December 2019</p>	<ul style="list-style-type: none"> • Order taking and assistance of flower orders from customers • Coordinates with FTD, Florist and Customer to provide great service • Caters for FTD.com, Proflorist, USAA members and other flower companies • Tracking of packages, Answers questions and concerns regard products and order • Checking availability of product, Update information, and Membership application • Ensure quality customer service
<p>MEDICARD: SPI Global Company Nurse Metro Manila, Philippines December 2014 – July 2015</p>	<ul style="list-style-type: none"> • Assessing and evaluating the health condition • Dispenses medicines/ First aid • Provides treatment care for manageable/ minor cases. • Encodes/updating of records. • Emergency care and in worse case scenarios transports them to the Hospital • Secures the medical records of the employees • Orders the requested medicines of patients with HMO card holder. • Assesses healthcare needs and then implement, and manage healthcare programs • Coordinates with the healthcare provider, OHS head.

Character Reference		
Olivia Benedict	██████████	Activities Director of Jennings Terrace
Jessica Brumbaugh	██████████	Director of Nursing Jennings Terrace
Shannon McCain Scofield	██████████	Social Services Director of Jennings Terrace
Nicole Fidis	██████████	Assistant Director of Nursing/Restorative Nurse at Jennings Terrace
Jose Espinosa-Luna	██████████	Coordinator at Simply Destinee