

VALERIE JANE C. NAJARRO

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Goal oriented in achieving the team and company's success.

PERSONAL DETAILS

Date of Birth: June 5, 1983

Nationality: Filipino

Marital Status: Single

EXPERIENCE

AUGUST 2021 – DECEMBER 2023

MEDICAL SURVEILLANCE PERSONNEL, MANDAUE CITY HEALTH/MANDAUE LGU

My work experience in this field is to closely monitor Covid-19 patients and vaccinees and check their Health status if they have Adverse Events Following Immunization (AEFI). We also refer patients who need medical care and consultation to the AEFI Doctors.

FEBRUARY 15, 2006 – FEBRUARY 28, 2021 (15 YEARS)

SPA TRAINER/SUPERVISOR AND SPA THERAPIST, SHANGRI-LA'S MACTAN RESORT AND SPA

My work experience in this field is to do treatments such as Massage, Facial and Body Treatments when I was a Spa therapist. When I got promoted, I had the liberty to supervise my team (therapist, receptionist and support therapist) in our daily Spa operations. I am also engaged in providing quality trainings with my team and also do administrative task for our department.

EDUCATION

JUNE 2000 – MARCH 2005

BS PHYSICAL THERAPY, VELEZ COLLEGE

I had the privilege to do my internship on my 5th year with different medical institutions in Cebu and also some community internship in some areas of the city. I became a member and an officer in the Junior Jaycees in Velez College during my college years.

MARCH 2021 - PRESENT

BS REAL ESTATE MANAGEMENT, UNIVERSITY OF CEBU

SKILLS

- Rational in decision making
- Resolving issues/problems at work proactively
- Flexible in adjusting to task and work schedules
- MS Word, MS Excel, MS Powerpoint
- Admin roles and task
- Leadership skills
- Can work independently
- Team player
- Goal oriented for the success of the team/unit
- Reception task and cashiering
- Spa treatment skills

ACTIVITIES AND ACHIEVEMENTS

- PRC and DHSUD Accredited (Real Estate Salesperson)
- DOH licensed Massage Therapy
- Trainer's Skills 1 & 2 (Shangri-La)
- Supervisory Excellence Training (Shangri-La Hotel)
- Massage, Facial and Body Therapy Trainings
- Customer Delight Awardee (Silver, Gold and Diamond Awardee in Shangri-La Hotel)
- Cross Exposure Training (Ningbo, China May - July 2013)
- Rehab and Hospital Internship 2004 – 2005

LANGUAGES

- Visayan, Tagalog and English (written and verbal)

REFERENCES

- **SHEMABELLE A. GEVEROLA, R.N.**
MCSAPO, Mandaue LGU
0917 788 3986
- **MIRIAM S. REGENCIA, R.N.**
MANDAUE CITY HEALTH (TBdots)
0968 241 5385
- **JAN CAMILLE CONDE-SIENES , R.N.**
SMART COMMUNICATIONS
0921 736 8475
- **EDWARD IVANS N. CILOCILO, L.C.B**
0999 999 0850