

## CERTIFICATION

- First Aider
- Alstom train competent
- Kinki Sharyo train competent
- On track plant machine competent
- Lineside PIC
- Valid Philippine Driver's License

## CONTACT

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Al Mamzar, Dubai, UAE



## EDUCATION

 **UNIVERSITY OF BAGUIO**  
Bachelor of Science in  
Nursing

# ADRIANNE DE LEON

## OBJECTIVE

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

## EXPERIENCE

### **NURSE 1 (Newborn screening center - Southern Luzon, Department of Health)**

*(December 2023-August 2025)*

- Collects and handles newborn blood samples accurately and safely.
- Educates parents on the importance of newborn screening and follow-up care.
- Coordinates referrals and follow-up for infants with abnormal results.
- Maintains accurate records and ensures compliance with screening protocols.
- Collaborates with healthcare teams to support timely diagnosis and treatment.

### **STATION MASTER (Dubai Metro)**

*(January 2021-May 2023)*

- Landlord of the Station. Responsible in managing all the activities in Station.
- Responsible for the efficient and safe evacuation of station premises in the event of fire or other emergency situations
- Monitor and maintain station operational status and ensure the safety and comfort of passenger movement within the station premise
- Render all possible assistance to customers, in particular those with special needs, to enhance customer service and safety
- Perform Emergency duties when required like manual driving

### **TRAIN OPERATOR - EXPOLINK (Dubai Metro)**

*(July 2019-January 2021)*

- Assigned in testing and commissioning of all new trains for Route2020 Project.
- Comply fully with procedures and work instructions as part of the certified training and induction courses for train drivers;
- Line side Person-In-Charge of the work activity

### **DEPOT TRAIN DRIVER (Dubai Metro)**

*(December 2018-July 2019)*

- Safely and Reliably shunts trains in the mainline and in the depot with fully compliant to the Safety procedure and Work Instructions.
- Report for duty fully prepared and drive the train safely and reliably.
- Communicate with Depot Controller, Workshop Person In charge and other key members of concerned departments while moving the trains
- Operate Training all operating modes in the assigned area as required

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## **TRAIN ATTENDANT / ASSISTANT STATION MASTER (Dubai Metro)**

*(December 2017-December 2018)*

- Responsible in monitoring the Station Areas including the handling and controlling access in Stations.
- Accountable in key management as the secondary key holder in the station and is responsible for the safekeeping and issuing of keys and IAS card
- Responsible in handling and controlling access in the station; must assess whether the PIC requiring activation of a PTW / PTE and NOC is acceptable to work, in line with their work activities at the station premises.
- In addition to the regular station duties, developed and trained to form a multi-skilled workforce capable of, not only of station duties but, performing as competent member of staff duties.
- And most importantly, perform Emergency duties when required like manual driving

## **PSD ADMIN SUPPORT (Dubai Metro)**

*(October 2016-December 2017)*

- Managing clerical and other administrative stuff such as processing RTA IDs of Station Staff, coordinating with Staff for their uniform requests and other concern.
- Documentation, storing, organizing, managing files and typing, editing or proofread documents.
- Management of station and office equipment
- Proper coordination with Roster and Planner for Station Staff roster and attendance with regards to overtime

## **STATION AGENT (Dubai Metro)**

*(August 2014-October 2016)*

- Deliver a safe, reliable, world class and customer focused station environment.
- Responsible in delivering essential message to passenger in terms of customer service.
- Carry out controlled/uncontrolled/emergency evacuation of passengers, control and mitigate overcrowding in station and platforms to ensure that passengers' flows are managed in an orderly manner.
- Perform and carry out other duties as instructed / directed by the Station Master, Lead Station Master, Assistant Station Manager, Station Manager and Head of Operations

## **SKILLS**

- Ability to work with minimum supervision, to multi-task, and to prioritize.
- Highly organized, detail oriented, and able to thrive in a fast paced, changing environment.
- Willing to be trained and work long hours or in shifting schedule.
- Self-sufficient in solving problems with minimal assistance
- Ability to remain calm and professional in every situation and maintain resilience.
- Computer literate (Good knowledge of Microsoft Office programs).

***References are available upon request.***