



RACHEL A. DE VERA

CONTACT

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SKILLS

- Organized
- Detail-oriented
- Excellent multi-tasker
- Team player
- Strong communication skills
- Time management skills
- Flexible
- Hardworking

PROFESSIONAL LICENSES AND CERTIFICATE

• DUBAI HEALTH AUTHORITY

United Arab Emirates

Registered Nurse

License ID: 00173823

Date Issued: 01/05/2017

• PROFESSIONAL REGULATORY COMMISSION

Philippines

Registered Nurse

Licensed ID: 0806352

Date Issued: 26/07/2013

• ASSOCIATE OF NURSING SERVICE ADMINISTRATION OF THE PHILIPPINES

Intravenous Therapy

Licensed ID: 13-022607

Date Issued: 14/10/2013

• Basic Life Support

Alison (Empower Yourself)

Date Issued: 05/09/2025

EDUCATION

Bachelor of Science: Nursing, 10/2012

University of Pangasinan-Phinma

Education Network - Dagupan City,

CAREER OBJECTIVE

Dedicated Registered Nurse seeking a position in Health Care Industry where I can effectively contribute and at the same time expand my knowledge and provide opportunities for personal and professional growth.

WORK EXPERIENCES

Registered Nurse

05/2017 - current

Gulf Family Clinic DMCC (former Gulf Eye Center) - Jumeirah Lakes Tower, Cluster T, Dubai, United Arab Emirates

Clinical Nursing Duties

- Perform eye assessments including visual acuity, Tonometry, and refraction assistance.
- Operate ophthalmic machines such as Autorefractor, OCT, OPD Scan, TearCheck, Lensmeter, Galilei G6 / Nidek AL.
- Prepare patients for examinations and minor procedures.
- Assist with ophthalmic procedures such as incision & drainage, cyst/chalazion removal, corneal crosslinking.
- Provide pre-operative and post-operative care for cataract, LASIK, PRK, pterygium, and other eye surgeries.
- Administer prescribed eye drops, medications, and follow infection control protocols.
- Assist in handling incoming calls and messages related to appointments, patient follow-ups, and concerns.
- Provide assistance and support to patients for scheduling and inquiries.

Scribing & Documentation Duties

- Accurately document patient history, symptoms, exam findings, diagnoses, and treatment plans in real time during patient consultation.
- Enter data into EMR systems (electronic medical records) with high accuracy and speed.
- Prepare and update charts, follow-up notes, medication orders, and referrals.
- Track and organize diagnostic test results (OCT, topography, visual fields).
- Draft surgical reports, procedure notes, and patient summaries as directed by the ophthalmologist.
- Assist in generating prescriptions, consent forms, and educational materials.

Patient Care & Coordination

- Guide patients through diagnostic tests and treatments, ensuring

comfort and understanding.

- Educate patients on medications, post-procedure instructions, and surgery preparations.
- Coordinate referrals, surgical bookings, and follow-up appointments.
- Communicate with surgery centers and insurance for approvals and documentation

Registered Nurse (Operating Room/Delivery Nurse)

11/2015 - 04/2016

Nazareth General Hospital - Dagupan City, Philippines

- Admit patient
- Takes and record vital signs
- Reports observation to the physician
- Administers medication and observes reaction of patient
- Prepare patient for diagnostic and therapeutic procedures
- Charts accurately medication and treatment done to the patient
- Receives and endorses equipment and supplies
- Secured patient consent before the invasive procedure
- Prepares instruments, apparatus and supplies needed during surgical procedure
- Prepare patient for surgery
- Assist in surgical procedure
- Performed the duties of circulating nurse or scrub nurse
- Maintained the sterility of the operating and delivery room
- Wound dressing
- Gives health teachings to patients and family
- Discharges patient as per doctors order

Registered Nurse (Surgical Staff Nurse)

09/2013 - 09/2015

Region 1 Medical Center - Dagupan City, Philippines

- Receiving patient and endorsing patient to the incoming shift
- Takes and record vital signs
- Reports untoward signs and symptoms or reaction of patient to the physician
- Identifies nursing needs of patients
- Prepares patient and assist physician with diagnostic and therapeutic procedures
- Assist the physician when examining the patient
- Carries out doctor's order
- Performs irrigation, catheterization and gives enemas as per doctor's order
- Performs wound dressing
- Administering medication as per doctors order
- Charting any procedures and treatment done with the patient
- Performs post mortem care
- Providing heath teachings to the patient
- Discharges patient as per doctors order