

Imelda C.Cabangon

i.cabangon53@yahoo.com/ cabangonimelda77@gmail.com

09614338016/ 09196618572

Summary of Qualifications

Gather and enter patient information & doctor's prescription in computer system.

Assist with drug dispensing by measuring, compounding, packaging & distribution.

Skills

Accuracy and Responsible. Able to understand law and guidelines on medicine.

Read and carry out instructions. Time Management. Operating Cash Register.

MS Excel – Formulas & Functions, Pivot table, Cell formatting, Chart & Analysis, flash fill,

Text function, Data Sorting, Conditional formatting and a lot more

Work Experience

Core Convergence- Pharmacy Assistant- Feb 27, 2019 to Oct 17, 2019

Description: Count pills, label, price & compound medication, prepare prescription, cash register.

Pulido Boarding House- Caretaker- April 2016 to May 2017

Description: Attend to tenants needs and complaints, Collect rental payment, Pay water & electric bill.

F & J Enterprise- Sales Staff- Nov 3, 2011 to Oct 4, 2013

Description: Work closely with customers to determine their needs,

Resolve customer complaints, Ensure clients satisfaction.

Education

Secondary level- Accreditation & Equivalency test- Feb 12, 2006

Elementary- Holy Child Catholic School- 1976 to 1981

Professional Development

Certificate of Achievement- Oct 1, 2014

Listening & Speaking English Proficiency- Oct 20, 2006

Career Orientation on Real Estate. – Feb 8, 1997

Certification & Training

Gamot Publiko Pharmacy Training Program. – Sept 19 & 20, 2019

Barista Course - May 4 to 22, 2009

MS Microsoft-. July 2004 to Oct 2004

Food & Bev Attendant Course-. July 2004 to Aug 2004

License

NC3 certificate for Pharmacy Services. No.6591113039001

Expired- Dec 7, 2024

NC2 Household Services. No. 0813050212876

(To be renew)