


# HAYDEN MABAWAD, RN

WIFE OF SAUDI CITIZEN

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SCFHS NURSE SPECIALIST (16KN0056464)

Shamasiyah Street, 

HIPAA (Health Insurance & Portability Act.) CERTIFIED

Itisalat District Dammam, City

## SUMMARY

Highly motivated health worker professional dedicated to providing holistic and compassionate care to ill individuals across various clinics/hospital settings. Possesses exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### North Davao College Tagum, Inc.

Bachelor of Science in Nursing  
2012 - 2016

### Mati Doctors College

Diploma in Nursing Aide  
2003 - 2005

## AWARDS

- Excellence in Practical Practicum
- Excellence in Emergency Room Nursing
- Excellence in Managerial Nursing
- Excellence in Intensive Care Unit
- Excellence in Psychiatric Nursing
- Excellence in Community Health Nursing

## SKILLS

- Nursing patient care
- Patient Assessment
- Nursing documentation
- Communication skills
- Computer literate
- Email management
- Appointment scheduling
- Phone handling
- Administrative support
- Collaboration
- Strong organizational and time-management skills
- Ability to work independently
- Detail-oriented and able to handle multiple tasks simultaneously

## PROFESSIONAL EXPERIENCE

### Staff Nurse

#### AHG Medical Complex, Dammam Saudi Arabia

April 2023 - August 19, 2024

- Follow the CBHI standards.
- Assisting dermatologists during patient consultation.
- Maintaining confidentiality regulations in handling patient information.
- Patient data documentation using Electronic Health Records (EHR).
- Assisting in OBGYNE Dr. during perineal repair /vaginal tighthening.
- Do laser procedure (elite, Duetto and Clarity machines)
- Adhere to ethical standards and maintain patient confidentiality.

### Medical Virtual Assistant - Part-time

#### Medical Aesthetic Clinic, Maitland Florida |

March 20, 2024 - April 29, 2024

- Patient appointment scheduling.
- Insurance Verification
- Chart documentation
- Prescription refills

### SN111 / VP - Nurse Admin. Assistant

#### Healthcare Delivery Department, Eastern Health Cluster, Dammam

Saudi Arabia | September 25, 2019 -April 27, 2023

- Calendar management/Appointment scheduling.
- Email management.
- Phone handling (incoming and outgoing calls).
- Responsible for providing administrative support to the department.
- Coordinate with other healthcare professionals across the 21 Eastern Health Cluster Hospitals.

### SN111- Clinic Nurse (as approved assignment)

#### King Fahad Specialist Hospital, Dammam Saudi Arabia |

January 17, 2021-January 17, 2022

- Follow the JCI and CBHI standards.
- Follows the hospital's policy and procedure.
- Provides patient care according to unit-based standards (phlebotomy, simple dressings, ECG, vital signs, and glucometer checks).
- Do Nursing documentation through the EMR system.
- Assisting Physician during patient consultation.
- Participates in in-service and continuing education.
- Completes competencies on an annual basis.
- Maintains patient rights and confidentiality.
- Participates in emergency and disaster procedures.

## CONT. PROFESSIONAL EXPERIENCE

### **OPD Nurse Assistant**

**AlMouwasat Hospital Dammam Saudi Arabia**

**July 2017 - July 2019**

- Follow the hospital policies.
- Follow the JCI and CBHI standards.
- Adhere to ethical standards and maintain patient confidentiality.
- Assisted in various OPD clinics (Endocrinology, Cardiology, OBGYNE, Urology, Internal Medicine, Orthopedics, Neurology, Psychiatric, **Gastro**, ENT, and Nephrology).
- Do vital signs
- Nursing SBAR documentation
- Prepare the patient's consent for admission and day case procedures.
- Follow up with the patient's health insurance provider to make sure that the procedure requested by the primary physician was approved.
- Maintaining the equipment and supplies are properly stocked in the clinic assigned.
- Ensuring that the patient understands the procedures as explained by the primary physician.
- Assisted in **ENDOSCOPY UNIT**.
  - Preparing patients and assisting during the procedures (**upper endoscopy, colonoscopy, PH monitoring**)
  - Monitor the patient's condition after the procedure..

### **Nurse Assistant**

**Era Derma and Dental Medical Clinic, Dammam Saudi Arabia**

**March 2017 - July 2017**

- Adhere to ethical standards and maintain patient confidentiality.
- Assisting dermatologists and dental doctors during patient consultation and procedures.
- Assisting dermatologists in various dermatological procedures such as liposuction, filler, Botox, and laser treatments.
- Do Nursing documentation.
- Assist the patient during the PANORAMA X-ray.
- Sterilize the equipment.
- Adhere to ethical standards and maintaining patient confidentiality.

### **Medical Secretary**

**Nursing Quality Improvement and Case Mgt. King Fahad Specialist Hospital Dammam, Dammam Saudi Arabia**

**October 2016 - March 2017**

- Calendar management/appointment scheduling.
- Email management.
- Phone handling.
- Responsible for providing administrative support within department.
- Handled incoming and outgoing documents and maintained their proper organization.
- Responsible for department requests and maintenance
- Colaborated with other healthcare professionals within the organization.

### **Healthcare Labourer**

**Saudi Arabia**

**April 2008 - June 2010**

### **Private Caregiver**

**Mati Davao Oriental Philippines**

**January 2008 - April 2008**