

Regina Finan

Medical Secretary - Dublin, Ireland

W: <http://www.worky.com/regina-finan>

I am an enthusiastic and friendly person who enjoys meeting new people.

I have experience in many different fields of work, such as Carer, Sales Assistant, Receptionist and Bartender, but am currently completing a Medical Secretary course with Pitman Training in Dublin.

I hope to find work as a Medical Secretary as it's in a field that I have a lot of experience in but in a role I think is hugely underrated by most people.

I've been an active member of the Roscommon Civil Defence since 2007 and have a good grounding in First Aid and CFR, as well as AED training.

I love theater and being involved in productions (especially musicals).

Regina Finan's Professional Experience

2011 - 2011 **Nurse On Call - Carer**

Provided a high standard of assistants to clients who required aid.
Assisted nurses in their duties within hospital and nursing home environments.
Helping to ensure a high standard of care and support for patients.
Agency work so am able to adapt to new environments and procedures quickly.

Key Skills empathic, Nursing, Works well under pressure

2007 - 2007 **Lidl, Roscommon - sales rep**

Till duties.
Cleaning and stocking shelves.
Assisting customers with enquiries.
Stock taking.
Ringing up tills at end of day.
Handling money and totaling up day's intake.

Key Skills Cleaning, Customer Service, money management, Some computer skills, Stocking Shelves

2006 - 2007 **St Francis Nursing Home, Kilkern, Co Galway - Carer**

Assisting and supervising residents during meals and activities.
Aiding, where suitable, with day to day tasks (i.e. dressing, washing, etc)
Maintaining a clean living environment for residents.

Key Skills Compassion, Hygiene skills, Minor First Aid, Respect for clients

2005 - 2006 **Calrion Hotel, Sligo - Bartender & waiterss**

Taking food and drink orders.
Handling computerised tills.
Keeping bar clean.
Clearing tables.
Assisting customers with enquiries.
Promoting deals and hotel's image.

Key Skills Excellent communcicator

2004 - 2004 **Aras Naomh Chaolain, Castlerea - Receptionist/Clerical Intern**

Answering telephones and dealing with enquiries.
Sending out notifications and letters.
Filing.
Greeting visitors.

Key Skills communication, Filing

Regina Finan's Education and Qualifications

2012 **Diploma - Medical Secretary**

Pitman Training, Pearse Street, Dublin 2

Computer literate.

A more through understanding of Microsoft applications, such as, PowerPoint, Word Processing, Excel, Outlook.

A high level of audio typing.

Faster typing skills (71 words per minute).

Effective business communications.

Understanding of the role of a Medical Secretary.

2007 **second level/high school education -**

Yeats College, Galway

Repeated Leaving Certificate. Subjects taken;

Art

Music

Geography

Biology

Home Economics

Business Studies

Honors received in all subjects.

2005 **Certificate - PLC**

Cavan College of Further Studies

This was a course in Theatre Studies and covered a variety of topics;

Set & Stage Building.

Team Building exercises.

Expressing emotions and thoughts.

Encouraging participation.

Confidence.

Clarity of speech.

Adapting to new situations.

2004 **Certificate - PLC**

Castlrea Community School

This course was in Business Studies and covered;

Basic typing skills.

Filing.

Administration skills.

Minor secretarial skills.

Basics in many Microsoft programs (Word, Excel, etc)

Computer literacy.

Regina Finan's Additional Information

Interests

Swimming.
Music & Singing.
Theatre (onstage & behind the scenes).
Reading.
Writing.
Dancing.

Memberships

Roscommon Civil Defence (since 2007)
Castlerea Musical Society (2002 - 2004)
Boystown Youth Drama Society (1996 - 2001)

Awards

PLC - Business Studies & Secretarial Course
PLC - Performing Arts - Theatre
Qualified CFR (Cardiac First Responder)
Qualified in Occupational First Aid
