**Gloann**

**Personal Assistant & Consultant**

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**Objectives: To obtain a position in a field where I can excellently apply my knowledge and skills, to help and to improve myself.**

**HIGHLIGHTS OF SKILLS AND QUALIFICATIONS**

* **Undergone formal training of 6 months in a live-in caregiver course**
* **First Aide includes Basic Life support, AR/CPR**

**With skills and training in care giving care for infants, pre-schooler child, shool-Aged children and Adolescents**

* **With skills and training in care giving care for Elderly**
* **With skills and training in care giving care for people with special needs**
* **Knowledgeable in getting vital signs**
* **Knowledgeable in clerical jobs**
* **With good command of English, Basic French and Basic Greek**
* **Computer skills include: Microsoft Word, PowerPoint, Microsoft Excel, Adobe, Internet/Email**
* **Knowledgeable in Home management and safety**
* **Knowledgeable in Household management**
* **Knowledgeable in Basic nutrition and Meal management**
* **Knowledgeable in First Aide Emergencies**
* **Knowledgeable in Mobility and transfer**
* **Knowledgeable in preparing mixed drinks**
* **Skilled Taekwondo Intructor and Coach**

**TRAININGS AND CERTIFICATES**

**United Human Development Center Inc. (Antipolo City)**

* **Certificate in care giving Course**

**Home Owner Association ( Antipolo City)**

* **Good Example Of the Youth**
* **Philippine National Red Cross, Taytay Rizal Chapter**

**October 2011**

* **Certificate in Basic Life Support**
* **Certificate in Basic First Aid**
* **Certificate of Proficiency in Standard First Aid and Basic Life Support Training for Healthcare Provider**

**EXPERIENCES**

**June 2007- April 2011**

**Private Employment-Limassol Cyprus**

**Personal Assistant/Caregiver**

* **Responsible for helping in the preparation and serving the meal**
* **Organized constant cleaning of kitchen and dining room**
* **Make sure about the cleanness and safety of floors**
* **Make simple food items such as sandwiches, brewing coffee and carving meats**
* **Done various other duties as assigned**
* **Specialize in Greek-Cypriot Cuisine,Spanish & Chinese Cuisine**
* **Responsibilities include management, cleanliness and upkeep of the house. Responsible for guest and housekeeping of entire house**
* **Supervise laundry and cleanliness**
* **Running errands, Purchasing food, equipments and groceries**
* **Taking care of a Tetraplegic person**
* **Assisted living and comprehensive personal care in the following cases included:**
* **Transferring patient from bed to wheelchair vice versa, to auto, to shower, etc.**
* **Giving a relaxing massage during bedtime and when he needed it**
	+ - **Research (including internet searches) on a currently available therapies and programs regarding to his conditions and academics**
		- **Household duties including feeding, cooking and meal preparation according to his taste, mood and dietary program**
		- **Personal hygiene, including assisted dressing, grooming and helping for his personal issues**
		- **Administering medication oral and injection under his doctor’s order or nurse instruction**
		- **Driving and wheelchair transportation anywhere and wherever he needed to go**
		- **Checking blood pressure**
		- **Bathing, bedsores treatment and prevention**
		- **Accessing and finding a solution to a problem caused by Autonomic Dysreflexia due to SCI (Spinal cord Injury) c4-c5 cervical vertebral fracture**
		- **Academic and computer skills tutoring**
		- **Running errands**

**Private Employment**

**Antipolo City**

**Childcare( Infant & Toddler)**

**February 6, 2012 – Present**

* **Perform perennial care**
* **Bathing, dressing**
* **Clean and replaces bed sheets & linens**
* **Changing Diaper**
* **Do the laundry and wash the dishes**
* **Feeding**
* **Storytelling, bed time story**

**Private Employment**

**Childcare (Pregnant Woman & Toodler)**

**July 31,2012-August 9,2012**

**Cooking Special food for a pregnant woman**

* **Cooking food for toddler**
* **Washing the dishes**
* **Dropping and picking up pregnant woman to obgyne**
* **Dropping and picking up to school**

**November 2001- January 2006**

**Jan 23, 2012 - Present**

**Good Seed Mining Corporation (formerly Rapid City Realty Dev. Corp.)**

**Beth’s Canteen**

**Personal Assistant & Consultant**

* **Duties:**
* **Make simple food items such as sandwiches, brewing coffee and carving meats**
* **Prepare standard mixed drinks occasionally**
* **Done varieties of Greek & Italian Food.**
* **Done various other duties as assigned**
* **Responsibilities include management, cleanliness and upkeep of the canteen**
* **Responsible for guest and housekeeping of entire house**
* **Manage to serve 150 0r more people**
* **Supervise cleanliness**

**February 2002- October 2005**

**August 2011- December 2011**

**Assistant Taekwondo Instructress**

* **Mentor**
* **Giving a advance Basic and advance training depends on their age bracket and skills.**
* **Discipline them**
* **Lecturing History of Taekwondo**
* **Teaching self-defense**

**Fernando Fontanilla**

**Taekwondo Instructor**

**Peace Village Elementary School**

* **Mentor**
* **Giving a advance Basic and advance training depends on their age bracket and skills.**
* **Discipline them**
* **Lecturing History of Taekwondo**
* **Teaching self-defense**
* **Building a Strong team,a skilled player & a future national team member.**

**EDUCATION**

**Vocational: Course: 6-months Caregiver course**

**School: United Development Center Inc. (Tesda Accredited)**

**Tertiary: Course: Bachelor of Science Computer Science (Undergraduate)**

**School: AMA Computer University (East Rizal)**

**Secondary: Year Graduated: 1999**

**School: Don Antonio De Zuzuarregui Sr. Memorial Academy (Antipolo City)**

**Primary: Year Graduated: 1995**

**School: Bagong Nayon II Elementary School (Antipolo City)**

**Job Seeker First Name / CV No: 1718658**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 