**JENIFFER, RSW**

Dubai [Jeniffer.381146@2freemail.com](mailto:Jeniffer.381146@2freemail.com)



**JOB OBJECTIVE:**

To be a part of an organization that is an avenue of individual’s working knowledge and expertise for greater opportunities and career advancement.

**WORKING EXPERIENCE:**

**Admin Assistant/Social Worker/Program Coordinator March 23, 2015 up to April 2018**

**JLo Big Heart Foundations, Inc.**

**2nd Floor Honda Building, Honda Cars**

**Cam. Sur. San Jose Pili, Camarines Sur**

**Tel No. (054) 477 – 1234 loc. 814**

**JOB DESCRIPTION:**

* Performs administrative and office support activities as directed by the Executive Director.
* Doing internet research abilities and updating/monitoring social media accounts of the Foundation.
* Helps communities to bring about social change and improve the quality of life in their local area.
* Work with individuals, families and whole communities to empower them to identify their assets, needs, opportunities, rights and responsibilities.
* Develop activities and services to generate aspiration and confidence.
* Acts as link between communities and a range of other local authority and voluntary sector providers.
* Considers doing projects with open target communities perceived to be culturally, economically or geographically disadvantaged.
* Performs community organizing tasks such as mobilize members for meetings and hearings, organize community outreach events, develop volunteer outreach plan, supervise activities and maintain volunteer database.
* Manage organizational communications, assisted by all staff.
  + Editing and publishing quarterly newsletter
  + Assist with layout or organizational publications
  + Assist with website updates
* Represents the Foundation at meetings and seminars as necessary.
* Provide admin. Board and Director Support in the implementation of strategic plan, assist organization with special fundraising events, assist staff with organizational projects and campaigns.

**DOCUMENT CONTROLLER**

**Mosart Marble & Mosaic, L.L.C.**

Presidential Palace Project-Site Office, Abu Dhabi UAE

**January 2013-August 2013**

**JOB DESCRIPTION:**

* Responsible for monitoring the drawing submittals and approvals.
* Co-responsible for the incoming and out-going correspondence monitoring log sheet.
* Prepare transmittal documents for drawing submittals and material approvals.
* Preparing and monitoring the biometric log in & log out of the staff before forwarding to HR Dept.
* Assists the site staffs on their HR concerns such as Leave Application, Sick Leave, Out Permission and other request.
* Received incoming and outgoing calls.
* Send electronic mails, incoming and outgoing correspondences to Project Manager, Construction Managers, Engineers, Architect and other concern personnel.

**SOCIAL WORKER / PROGRAM COORDINATOR/Caregiver Supervisor June 2004 to December 2012**

**Louise de Marillac Foundation, Inc.**

USI-Villa Marillac Community Center

Calauag, Naga City 4400, Philippines

Tel. No. (054) 473-6422

**JOB DESCRIPTION:**

* Co-responsible for the admission and or/ dismissal of the clients.
* Conduct interviews; interpret the agencies programs and policies, visit families and communities being helped.
* Facilitates implementation of the programs and services for the clients.
* Records all important information and activities regarding the clients throughout the delivery of services and follow -up.
* Prepare case studies, progress report and closing summaries of each client as the case may be and safeguards the confidentiality of the records.
* Participates in monthly department meeting.
* Participate in the policy formulation, planning of action and budgeting.
* Helps in planning of activities and supervision of volunteers and students on exposures/ trainings.
* Participation in case conference for better service delivery and alternative plans with clients.
* Represents the agency in seminars, workshop, conferences and meetings as required.
* In charge of the referrals.
* Responsible for the networking and coordinating with GO’s and NGO’s.
* Establishes a human service relationship with beneficiaries / aged/ disabled, takes care that each has an updated case study, that their personal needs especially their spiritual/ medical needs are very well attended to.
* Prepares Annual Plan/ Three years Development Plan of activities.
* Prepares the Semi-Annual/ Annual Accomplishment Reports, two weeks before submission.
* Conduct caregiver orientation before the training started.
* Arrange caregiver schedules during the duration of their training.
* Evaluate the performance of the trainees every after the training conducted.
* Monitor and assist the elderly women that everyone is giving proper care and attention.

**PERSONAL QUALIFICATION:**

* Loves serving with people
* Enjoy working to meet the challenges of the professions.
* Ambitious and expect to earn advancement.
* Computer Literate
* Social Work Board Passer.

**PERSONAL INFORMATION**

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| --- | --- | --- | --- |
| Visa Status: | Tourist Visa **(Valid AUGUST 28, 2018)** | |  |
| Marital Status: | Married | |  |
| Nationality: | Filipino | |  |
| Place of Birth: | Camarines Sur | |  |
| Date of Birth: | June 28, 1981 | |  |
| **PERSONAL QUALIFICATION:** | | |  |
|  Loves serving with people | | |  |
|  Enjoy working to meet the challenges of the professions. | | |  |
|  Ambitious and expect to earn advancement. | | |  |
|  Computer Literate | | |  |
|  Social Work Board Passer. | | |  |
| **EDUCATIONAL BACKGROUND** | | |  |
|  | |  |  |
| **Bachelor of Science in Social Work** | | | March 2002 |
| **Major in Social Work** |  |  |  |
| Universidad de Sta. Isabel,Naga City | | |  |
| **Caregiving** |  |  | August 2010 |
| **Myrbel Technical & Vocational Course** | | |  |
| Magsaysay,Naga City |  |  |  |