

Grashiena Angelica Pascual Manubay

PROFESSIONAL SUMMARY

A trustworthy and committed Elderly Care/Caregiver with extensive experience in elderly care and works hard to deliver the highest level of service when managing household tasks and supporting everyday responsibilities. Proven the capacity to work with households to create a welcoming and compassionate atmosphere. Utilizes organizing and multitasking abilities to succeed in a situation and guarantee that each household member receives the care required to enhance their quality of life.

WORK EXPERIENCE

Domestic Worker/ Elderly Care

Apr 2019-Present

Employer: Tsui Yee Ling Elaine, Hong Kong

- Cared for an elderly household member and assisted in bathing
- Prepared foods, administered medications as prescribed by the Doctor
- Cleaned the rooms and applied antiseptic, washed the clothes, folded clothes, bedsheets and pillow cases properly and arranged in the cabinet
- Recorded all prescribed medication and administered bedside and personal care
- Planned and nutritious meals for the patient's special diet
- Performed light housekeeping duties that clients can't complete on their own
- Provided care and companionship during periods of incapacitation or family disruption.

Secretary

Nov 2016-Mar 2019

R. L. Del Rosario Dental Clinic, Philippines

- Greeted and welcomed patients in a friendly manner
- Scheduled, rescheduled, or cancelled appointments as needed.
- Assisted patients to fill out information forms.
- Prepared patients' charts and daily schedules for the dental staff.
- Updated patient records and documented recent treatments and procedures.
- Verified methods of payment and collecting payments as needed.

Technical Intern trainee

Aug 2013- Aug 2016

Niahimura Seiji, Yatsushiro Japan

- Performed planting, sorting and harvesting of all types of farm crops such as Tomatoes, Paprika, and Melon
- Handled everyday agricultural work include the growing, and processing of crops
- Examined produce for quality and prepare for market
- Operated and maintained farm equipment ensure its in good working condition
- Harvested, inspected, and collected crops by hand.
- Planned crop based on factors such as crop maturity & weather conditions.
- Maintained cleanliness and orderliness in the farm including the proper disposal of waste materials.

- Supervised staff and managed product audits
- Allocated budget for office supplies and issued check
- Preparing regular reports and proofread various company documents
- Delivered superior service and maximized customer satisfaction
- Responded efficiently and accurately to customer complaints
- Created detailed reports on weekly, monthly and annual revenues and expenses

EDUCATION AND CERTIFICATION

Housekeeping NCII **2019**
Fair Training Center, Manila

Certificate of Achievement **March 28, 2019**

Domestic Work **NCII Mar 2019**
Technical Education and Skills Development Authority

Technical Intern Training (II) **August 9, 2014 - August 5, 2016**
With Perfect Attendance
12-2 Gunchiku 1 ban Cho Yatsushiro-City Kumamoto-Pref, Japan

Technical Intern Training (1) of Cultivation Agriculture **August 9, 2013 - August 9, 2014**
(Facility Horticulture)
12-2 Gunchiku 1 ban Cho Yatsushiro-City Kumamoto-Pref, Japan

Bachelor Of Science In Nursing-Graduate **Jun 2004- Apr 2008**
College Of The Immaculate Conception, Philippines

SKILLS

- Patient care and medication administration
- Time management and cultural awareness
- Reliable, adaptable and trustworthy
- Ability to do repetitive tasks effectively
- Physical strength and stamina to work long hours
- Excellent caregiving and housekeeping skills
- Dedicated and flexible in any given task
- Ability to stand, bend and walk for extended hours
- Able to provide care to elderly and bedridden patient
- Ability to lift, turn and move patient from bed or wheelchairs
- Compassionate, reliable, and possessed great communication skills
- Meticulous attention to detail with the superb organizational skills
- Knowledge of housekeeping and cooking with attention to dietary constraints
- Willingness to adhere to health and safety standards
- A professional and friendly attitude.
- Delivered friendly and professional companionship, including social activities inside and outside of the home.
- Provided collaborative and friendly partnerships through excellent communication