

Margot Matias Manubay

WORK EXPERIENCE

Domestic Worker/ Elderly Care

September 1-Present

- Cared for an elderly household member and assisted in bathing
- Prepared foods , administered medications as prescribe 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.

Domestic Worker/ 2 Adult and 2 Kids Care

2021-2024

- Prepare healthy meals for 2 kids
- Bring the kids to school• Cleaned the rooms and applied antiseptic, washed the clothes, folded clothes, bedsheets and pillow cases properly and arranged in the cabinet
- Going to supermarket every day
- 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

July 2019-May 2020

- 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.

EDUCATION

Rizal National High School
2013

High School

SKILLS

- Patient care and medication administration
- Time management and cultural awareness
- Reliable, adaptable and trustworthy

LANGUAGE

English
Filipino