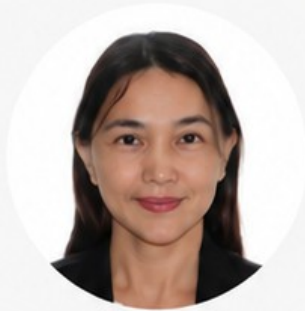




Gemma P. Gleabo

Summary

A dedicated and trustworthy worker with experience in cleaning, cooking and taking care of children. Skilled in handling daily task efficiently while maintaining a positive attitude. Able to follow instructions, work under pressure, and support team goals. Eager to contribute skills and grow professionally.

Work Experience

Domestic Helper / Childcare Provider

Second Employer (2022 – Present)

Family Profile: Chinese Family (4 members: Parents and 2 children, aged 3 and 6 years old)

Employment Status: Full-time (Work Permit Holder)

Key Duties & Responsibilities:

- Provided full childcare and managed daily school routines for two young children.
- Maintained high standards of household cleanliness, including sweeping, mopping, and dusting.
- Handled daily laundry, meticulous ironing, and wardrobe organization.
- Planned, prepared, and cooked nutritious daily meals for the entire family.

Domestic Helper / Childcare Provider

First Employer (2021 – 9 Months)

Family Profile: Chinese Family (3 members: Parents and 1 son, 7 years old)

Employment Status: Full-time (Work Permit Holder)

Key Duties & Responsibilities:

- Managed daily childcare, meal preparation, and school preparation for a 7-year-old child.
- Performed all general housekeeping duties, including comprehensive house cleaning.
- Managed laundry, ironing, and upkeep of clothing.

Reason for Leaving: Finished employment due to family relocation to Malaysia.

Skills

- Dependable and hardworking individual who is committed to providing excellent household service.
- Trustworthy and dedicated worker, I am confident in my ability to perform domestic duties with care and efficiency.
- Responsible and attentive, ensuring that tasks are done properly and with respect.
- Diligence and compassion, aim to contribute harmonious and well-managed home.
- Reliable helper who values honesty, hard work, and quality service in every task entrusted to me.

Languages

- English
- Tagalog

Education

Primary Education

Bulan Elementary School

Secondary Education

Bulan National High School

Personal Data

- Age: 40 yrs. Old
- Civil Status: Single Parents
- Weight: 55kg
- Gender: Female
- Height: 5'2
- Place of Birth: Somagongsong, Bulan Sorsogon