

Resume

PERSONAL DETAILS

Surname: **ALIMA**
Given Name: **ANGELINE**
Middle Name: **UNABIA**
Date of Birth: **13th Dec. 1981**
Gender: **FEMALE**
Height: **5'4"**
Marital Status: **SINGLE**
No. of Children: **N/A**
Nationality: **FILIPINO**
Religion: **ROMAN CATHOLIC**
Language(s) Spoken: **ENGLISH, TAGALOG, BASIC MANDARIN CHINESE**
Able to drive: **NO**
Willing to learn: **YES**
Able to swim: **YES**

EDUCATIONAL BACKGROUND

Elementary: **CLARIN CENTRAL ELEMENTARY SCHOOL**
Address: **Clarin, Bohol**
Year Graduated: **1994**

Secondary: **HOLY CROSS ACADEMY**
Address: **Tibugan, Bohol**
Year Graduated: **1998**

College/University: **SOUTHWESTERN UNIVERSITY**
Address: **Calape, Bohol**
Year Graduated: **2002**

Course: **Bachelor of Science in Commerce**
Major: **Banking and Finance**

SEMINARS/TRAINING ATTENDED

- *Eight Months Caregiver Course*
- *First Aid Training*
- *Basic Life Support*
- *National Certificate II in Caregiving*
- *120 hours OJT on the Day Care Center*
- *120 hours OJT on the Health Care Assistant Services*
- *80 hours OJT on the Cebu Paradise Health & Fitness*

OTHER SKILLS

- *Swimming*
- *Cooking*

EMPLOYMENT HISTORY

Name of Employer: *MS. CHEN*

Address: *TAIWAN*

Period of Experience: *MAY 2008 up to the present*

Position: *NANNY*

Duties and Responsibilities: *I'm taking care of two children ages 2 and 5 years old. My duties and responsibilities for them are bathing, changing diaper, feeding formula milk, sterilize the feeding utensils, give a soft massage, listening rhymes, story telling, tutoring, teach them how to sing, dance, count, read and write. I also prepare some nutritious food for them such as fresh fruits, vegetables and juices. If the weather is fine I used to bring them to the park to mingle with the other kids and play some ball games, swing, slide or hide and seek. I always assure of their safety and I treat them as my own children. Parts of my duties also are to maintain the cleanliness inside and outside of home. I do the general cleaning, car washing, ironing, cooking, laundry and marketing.*