

## Resume

### PERSONAL DETAILS

Surname: **LIBUT**  
Given Name: **JINKY**  
Middle Name: **MULDONG**  
Date of Birth: **17<sup>th</sup> Oct. 1974**  
Gender: **FEMALE**  
Height: **5'2"**  
Marital Status: **MARRIED**  
No. of Children: **2**  
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: **CANDATING ELEMENTARY SCHOOL**  
Address: **Arayat, Pampanga**  
Year Graduated: **1986**

Secondary: **ARAYAT INSTITUTE**  
Address: **Arayat, Pampanga**  
Year Graduated: **1991**

College/University: **UNIVERSITY OF THE EAST**  
Address: **Caloocan, Metro Manila**  
Year Graduated: **1996**

Course: **B.S. Electronics and Communication Engineering**

### SEMINARS/TRAINING ATTENDED

- *150 Hours Caregiver Training Course*
- *Basic Life Support and First Aid Training*

### **OTHER SKILLS**

- *Cooking*
- *Swimming*
- *Playing Badminton and Drums*

### **EMPLOYMENT HISTORY**

Name of Employer: *LIAO HSIN CHIH*

Address: *TAIWAN*

Period of Experience: *FEB. 2009 up to the present*

Position: *CARETAKER/NANNY*

Duties and Responsibilities: *My duties and responsibilities for the elderly Man is to check the blood sugar, blood pressure, feed him through NGT, change diaper, bathing, massage, inject insulin and give the proper medications that prescribed by the Doctor. While for the child are serve his foods, dressing, fix the school necessities, give vitamins, send and fetch him from the school, bathing, tutoring, playing indoor and outdoor activities. Part of my responsibilities too is to run errands such as general housekeeping, cooking, marketing, laundry, ironing and wash the cars.*