

R E S U M E

PERSONAL DEATAILS

Surname: Dumawing
Given Name: Geraldine
Middle Name: Boyong
Date of Birth: May 19, 1984
Gender: **FEMALE**
Height: 5'0
Marital Status: Single
No. of children: none
Nationality: Filipino
Religion: **CATHOLIC**
Language(s) spoken: **ENGLISH, TAGALOG AND LITTLE CHINESE**
Able to drive: **NO**
Willing to learn: **YES**
Able to swim: **NO**

EDUCATIONAL BACKGROUNDS

Elementary: Tanglag elementary School
Address: Tanglag Kalinga Province
Year Graduated: 1991-1997

Secondary: Baguio City National High School
Address: Baguio City
Year Graduated: 1997-2001

College : Baguio Central University
Address: Baguio City
Year Graduated : 2001-2005
Course: Bachelor of Arts
Major: Political Science

SEMINARS/TRAINING ATTENDED

- 100 hours caretaker trainings

OTHER SKILLS

- Playing Guitar

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EMPLOYMENT HISTORY

Name of Employer: Liu Hui Wei
Address: Taipei city , Taiwan
Period of experience: November 2009- Present
Position: Caretaker

Duties and Responsibilities

At present I am caring and supervising 3 children of my employer, sending to school preparing meals cleaning the house
Cooking for the entire family and also taking care of grandpa.

Name of Employer: Liu Chia Ho
Address: Taiwan, R.O.C.
Period of experience: May 24,2007-May24,2009
Position: Caretaker

Duties and Responsibilities

Taking care of 2 children 5 and 7 years old, give them proper grooming , assist them with their assignments, send them to school accompanying to outdoor activities and preparing family meals cleaning and maintaining the cleanliness of the house .

Letter to Future Employer

Dear Employer ,

I am Geraldine Dumawing , 26 years old , single , Filipino. There are 7 people in my family .i' m the 4th child with 2 brothers and 2 sisters , my father is a retired farmer and my mother is a simple house wife for giving economic assistance to my family .I work as a caregiver in Taiwan and interest and practice .

To my prospective employer I am a dynamic and dutiful caregiver to be at your service .Caregiver is a rewarding career and compassion and responsibility. So I believe that I can offer the children I care a for a happy and inspirational environment. I can see the children for grow and develop love being with children And I am dedicating to keeping the children safe and happy .further more I have good, I have good interpersonal skills, and a courteous and pleasant attitude. And the ability to work well in stressfull and physically demanding circumstances
May you give me a chance to work with your Family.

Yours sincerely,

Geraldine Dumawing











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 1911

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 Baguio, Benguet Province, Philippines

Department of the University of the Philippines at Baguio, Benguet Province, Philippines

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Geraldine B. Dumaving

has completed the requirements for the degree of
 UNIVERSITY OF BAGUIO

Bachelor of Arts in Political Science

and has been found to have completed the requirements for the degree of
 UNIVERSITY OF BAGUIO
 Bachelor of Arts in Political Science

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January 23, 2009

CERTIFICATION

I Herby Certify that Ms. GERALDINE S. DUMAWING, a Filipino citizen working as a overseas foreign worker since May 24, 2007 up to present.

Her main duty is to take care of my 2 children they are 7 and 9 yrs old. She do prepare their meals, arrange their things for school, give them proper grooming, taking a bath at the same time she also need to assist my mother from time to time if she had to take a bath, prepare her meal, doing general household chores, like laundry, ironing, cooking for our entire family.

For the time that Geraldine work with us I observed that she was patient, responsible, it was hard for us to let her go but we understand her willingness to work in the other country.

I absolutely no hesitation in recommending GERALDINE S. DUMAWING to any employer based upon the request for whatever legal purpose this may served.

Truly truly,



LU CHIA HO

Employer



TESDA

TECHNICAL
EDUCATION
AND SKILLS
DEVELOPMENT
AUTHORITY

PANGASAPUAN
SA EDUKASYONG
TEKNICAL AT
PAGPAPALILAD
NG KASANAYAN

22 January 2007

CAV (NCR) No. 01-00127 B
Series of 2007

C E R T I F I C A T I O N

This is to certify that the attached certified true copy of the Certificate of Training and Evaluation Sheet for 100-hour **Caretaker Course** offered by **High Vision Training Center, Inc.** located at No. 3rd Floor Annex Bldg. 784 A. Francisco Gold Condominium, Quezon City, issued in favor of

Ms. GERALDINE B. DUMAING

from 08 January 2007 to 19 January 2007, are signed by the **Training Directress** and **Chief Executive Officer** of said school.

This certification is issued upon the request of Ms. DUMAING for whatever legal purpose it may serve her this 22nd day of January 2007.




NENUCA E. TANGONAN
District Director

*Not Valid Without Seal
with erasure or alteration*

O. R. No. 8623744 G

Issued on 22 January 2007