

Resume

PERSONAL DETAILS

Surname: SALAZAR
Given Name: LAILA
Middle Name: REYES
Date of Birth: 24 June 1975
Place of Birth: Lingayen, Pangasinan Philippines
Gender: Female
Height: 5'2
Civil Status: Single
No of children: N/A
Nationality: Filipino
Religion: Roman Catholic
Languages: English, Tagalog, basic Cantonese and basic Portuguese
Able to drive: No
Willing to learn: Yes
Able to swim: No

EDUCATIONAL BACKGROUND

Elementary: Baay Elementary School
Address: Baay Center Lingayen, Pangasinan Philippines
Year graduated: 1988

Secondary: Pangasinan National High School
Address: Lingayen, Pangasinan, Philippines
Year graduated: 1992

College: Saint Columban's College
Address: Problacion Lingayen, Pangasinan Philippines
Year graduated: 1994

SEMINARS/ TRAINING ATTENDED

- 120 hour caregiver course
- First Aide Training
- CPR Training

OTHER SKILLS

- Can cook
- Can speak basic Cantonese and basic Portuguese
- Can sing and dance
- Able to use most kitchen appliances
- Plays volleyball
- Well trained in care giving and housekeeping
- Computer literate

EMPLOYMENT HISTORY

Name: MOUTINHO, FERNANDO ILIDIO CASTELO BRANCO
Address: Macau, China
Period of Experience: 09 June 2008 up to present
Position: Nanny

Duties and Responsibilities:

I am taking care of 3 kids, ages 12 years old, 6 years old and 4 months old, 2 girls and a boy, who are just 11 and 5 years old when I started to look for them. I am a live out nanny but I use to come at 7:30 in the morning to prepare their breakfast and to prepare their self like wearing their uniforms and checking their things needed in school then I go with them especially the second one. After that I will go back to the house and do all household works like washing the clothes, ironing, cleaning the house, assist my employer to give bath to the baby, change diaper, preparing his milk, giving his vitamins daily and plays with him. I also assist my employer in preparing the lunch for her family if the baby is sleeping or the father is around to look after him. Then in the afternoon I will fetch the kids from school. As we arrive home, I will check their notebooks if they have homework and I help them to do some especially in English and math subject. Then I prepare for their dinner. I love to be with the family especially with the kids. We use to laugh, play, sing and dance sometimes or watch educational cartoon networks. Before leaving the family, I make sure that everything is well organized and its proper places and well clean. I throw the garbage at night.