

# Resume

## **PERSONAL DETAILS**

Surname: MAYO  
Given Name: MA. JANESHIEL  
Middle Name: ROCAFORT  
Date of Birth: December 29, 1982  
Place of Birth: Duhatan, Lipa City Batangas, Philippines  
Gender: Female  
Height: 5'3''  
Civil Status: Single  
No of children: N/A  
Nationality: Filipino  
Religion: Roman Catholic  
Languages: English, Tagalog and basic Cantonese  
Able to drive: No  
Willing to learn: Yes  
Able to swim: Yes

## **EDUCATIONAL BACKGROUND**

Elementary: Duhatan Elementary School  
Address: Duhatan Lipa City, Batangas  
Year graduated: 1995

Secondary: Fernando Air Base. Nat'1 High School  
Address: Fernando Air Base, Lipa city  
Year graduated: 1999

College: AMA-CLC of Lemery  
Address: Palanas Lemery, Batangas Philippines  
Course: Computer System Design and Programming  
Year graduated: 2002

## **TRAININGS & SEMINARS ATTENDED:**

- Caregiver Course (January 6, 2003 – July 18, 2003)  
Prima Care Training Center Development  
Ayala Lipa City, Batangas, Philippines
- Household Services NC 11 (240 hrs.)  
Right Focus Training Center Inc.  
Sta. Cruz Manila, Philippines

## **OTHER SKILLS:**

- Can cook, able to use most kitchen appliances
- Can speak basic Cantonese
- Can dance

## **EMPLOYMENT HISTORY**

Name: Wong, Pak Lok  
Address: Macau, China  
Period of Experience: February 2008 up to present  
Position: Domestic Helper

### Job Responsibilities:

Do laundry using the washing machine and ironing. Making beds and change linens. Household cleaning like floor mopping, dusting and vacuuming. Take out garbage.

Name: Hui, Choi Ha  
Address: Yuen Long New Territory, Hong Kong  
Period of Experience: January 2007 to January 2008  
Position: Nanny/ Domestic Helper

### Job Responsibilities:

I took care of two children ages 5 and 7 years old. I prepared their breakfast, assist them with their meals and bath and brought them to and from the school. After school I help them with their homework and supervised them with their play activities. When their parents after their work, I was doing the laundry, ironing, cleaning the house (mopping and dusting), take out garbage and watering the plants.

Name: Jasmine Magsaino  
Address: Lipa City, Batangas, Philippines  
Period of experience: October 2003 – December 2005  
Position: Nanny (Autistic Child)

### Job Responsibilities:

I took care of a 7 years old girl with Autism. I prepared her breakfast and supervised her with her meals. I gave her daily bath and assist her with dressing and grooming. Assisted her to go to school and picked her up after. I helped her doing her school homework and supervised her with her play, taught her how to interact and communicate to people. I read her fairy tales or books to settle her to sleep better.