

CURRICULUM VITAE

PERSONAL DETAILS

Surname: Alejo
Given Name: Arlene
Middle Name: Lintan
Date of Birth: December 10, 1982
Place of Birth: Dupay del Norte, Nueva Vizcaya
Gender: Female
Height: 5'3 ft.
Marital Status: Single
No. of children: N/A
Nationality: Filipino
Language(s) spoken: English, Tagalog, Basic Mandarin
Able to drive: No
Willing to learn: Yes
Able to swim: Yes

EDUCATIONAL BACKGROUND

Elementary: Mabasa Elementary School
Address: Mabasa dupay del Norte Nueva Vizcaya
Year Graduated: 1996

Secondary: Pingkian National Highschool
Address: Pingkian Kayapa Nueva Vizcaya
Year Graduated: 2000

College/University: Saint Mary's University
Address: Bayombong Nueva Vizcaya
Year Graduated: 2005

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

SEMINARS/TRAINING ATTENDED

- 100 Caretaker Course, CPR Training, Basic First Aid Training,

OTHER SKILLS

- She can swim
- Able to use most kitchen appliances
- Able to play guitar
- She plays volleyball
- She plays bowling

EMPLOYMENT HISTORY

Name: Lin Chi Huang
Address: Taiwan
Period of Experience: January 2006 - Present
Position: Nanny

Duties and Responsibilities: My main duties are to take care of the 2 kids now, when I first came here my employer is pregnant and about to give birth after 2 weeks, then when the baby is born I took care of him, I change his diaper, make his formula milk, I put him to sleep, I even sing him lullaby's, then I will start to clean the house and do laundry. That boy is now 2 years old but there's a new one again so I have to do the same to take care of the baby and make sure that everything is fine and the baby is safe.