

Resume

PERSONAL DETAILS

Surname: **CALIMLIM**
Given Name: **FRANCIVINA**
Middle Name: **BONIFACIO**
Date of Birth: **26th June 1977**
Gender: **FEMALE**
Height: **5'1"**
Marital Status: **SINGLE**
No. of Children: **N/A**
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: **SINABBARAN ELEMENTARY SCHOOL**
Address: **Echague, Isabela**
Year Graduated: **1990**

Secondary: **UGAD HIGH SCHOOL**
Address: **Echague, Isabela**
Year Graduated: **1994**

College/University: **NORTHEASTERN COLLEGE**
Address: **Santiago City**
Year Graduated: **1998**

Course: ***Bachelor in Elementary Education***

SEMINARS/TRAINING ATTENDED

- 150 Hours Caretaker Course

OTHER SKILLS

- *Swimming*
- *Cooking*
- *Playing Volleyball and Baseball*

EMPLOYMENT HISTORY

Name of Employer: **HUANG FANG NAN**

Address: **TAIWAN**

Period of Experience: **DEC. 2008 up to the present**

Position: **CARETAKER**

Duties and Responsibilities: *At present, I am taking care of an old woman. My duties and responsibilities for her are administer the medicines, bathing, assist in personal hygiene, cooking foods, giving massage, walking and exercise. While for my household tasks, I wake up early in the morning everyday to do the general cleaning before everybody wakes up. I cook 3 times a day for the family, do the laundry, ironing, marketing, gardening, wash the cars, empty the garbage and taking care the pets.*

Name of Employer: **CHEN NAN TSUNG**

Address: **TAIWAN**

Period of Experience: **OCT. 2002 ~ OCT. 2005**

Position: **NANNY**

Duties and Responsibilities: *I took care of two children ages 2 years old and 5 month old infant. My duties and responsibilities for them were bathed, dressed, feeding, prepared them for rest periods, organized activities such as games and outings for the toddler, read rhymes, prepared and served nutritious meals, sterilized the feeding utensils, prepared formula milk and changed diapers for infant.*