

CURRICULUM VITAE

PERSONAL DETAILS

Surname: Apellado
Given Name: Ma. Anelyn
Middle Name: Antatico
Date of Birth: September 12, 1973
Place of Birth: Solo Pontevedra Capiz
Gender: Female
Height: 154 cm.
Marital Status: Married
Nationality: Filipino
Language(s) spoken: English, Tagalog, Basic Mandarin
Able to drive: No
Willing to learn: Yes
Able to swim: Yes

EDUCATIONAL BACKGROUND

Elementary: Marilao Central School
Address: Marilao Bulacan
Year Graduated: 1986

Secondary: Pontevedra National High School
Address: Roxas City
Year Graduated: 1990

College/University: Galang Technical Institute
Address: Meycauayan , Bulacan
Year Graduated: 1994

Course: Bachelor of Science in Associate Computer Science
Major: Structure of Programming Language

SEMINARS/TRAINING ATTENDED

- Six Months Caregiver Course
- CPR Training
- Basic First Aid Training
- 30 hours on-the-job training (guiding children in enhancing intellectual and creative skills such as story telling, playing peers to promote self-confidence, nurturing and assisting in personal care to children such as personal hygiene, good grooming and feeding, teaching and demonstrating good manners and right conduct)
- 72 hours on-the-job training (provides care and support to elderly, assists in personal care to elderly such as personal hygiene, bathing, good grooming, responds to emergencies at any given time, prepares hot and cold meals, maintains healthy and safety environment, cleanings living room, dining room, toilet and bathroom, establish and maintain appropriate relationship with employer/client/customer, provide and create recreational activities)
- 90 hours on-the-job training (assist in providing personal care to patient such as bathing, feeding and personal hygiene, promoting health care observance such as assisting in giving medications, performing techniques in transporting patient from ward to other units, applying mechanics in CPR during emergencies).

OTHER SKILLS

- She can swim
- Able to use most kitchen appliances
- Able to play volleyball
- Able to play badminton
- Able to sing and dance

EMPLOYMENT HISTORY

Name: Melchor S. J. Matias
Address: Philippines
Position: Nanny
Period of Experience: July 2001 to April 2002

Duties and Responsibilities:

- I wake the child up, help her wash her face, brush her teeth and get changed.
- I prepare her meals.
- I help her take a bath and assist her with all her needs.
- I fix her hair
- Do household chores
- Prepare clothes, I do laundry.

Name: Bhel Lin
Address: Taiwan R.O.C.
Position: Nanny
Period of Experience: December 19, 1998 – December 19, 2000

Duties and Responsibilities:

- I take care of a 5 years old boy.
- Prepare meals
- Assist in bathing
- Household chores, clean living room, dining room and toilet.

Name: Liao Shao
Address: Taiwan
Period of Experience: Aug. 2007 to Aug. 2009
Position: Factory worker

Duties and Responsibilities:

- I am a soldering operator I solder integrated circuit and assembly operator I make sure that the quality of our product is in high quality.