

RESUME

PERSONAL DEATAILS

Surname: **LUVIELYN**

Given Name: **BAUTISTA**

Middle Name: **TERMINEZ**

Date of Birth: **FEBRUARY 16, 1984**

Gender: **FEMALE**

Height: **5'4**

Marital Status: **SINGLE**

No. of children: **N/A**

Nationality: **FILIPINO**

Religion: **CATHOLIC**

Language(s) spoken: **ENGLISH, TAGALOG AND LITTLE CHINESE**

Able to drive: **NO**

Willing to learn: **YES**

Able to swim: **YES**

EDUCATIONAL BACKGROUNDS

Secondary: **BOBONAN NATIONAL HIGH SCHOOL**

Address: **POZORRUBIO, PANGASINAN**

Year Graduated: **1997-2001**

College /University: **TOPLITE INSTITUTE OF SC IENCE & TECHNOLOGY**

Address: **URDANETA CITY**

Year Graduated: **2001-2003**

Course: **COMPUTER SECRETARIAL**

Major: **STENNOGRAPHER**

SEMINARS/TRAINING ATTENDED

- 100 hours caretaker trainings

EMPLOYMENT HISTORY

Name of Employer: **XU TANG CHEN**

Address: **TAIWAN**

Period of experience: **JUNE 2005 – PRESENT**

Position: **CARETAKER**

Duties and Responsibilities

PREPARE MEALS FOR GRANDPA, ASSIST IN GOING TO HOSPITAL, WALK IN THE

PARK. WAKE UP IN THE MORNING TO COOK BREAKFAST FOR CHILDREN. WHILE COOKING I PUT DIRTY CLOTHES IN WASHING MACHINE. LIGHT HOUSEKEEPING, BATHING, BRING & PICK UP THE KID TO SCHOOL, PLAY AND TEACH ENGLISH LESSONS.

Letter to my Future Employer:

Dear Sir/Ma'am

I am Luvielyn Bautista a Filipino citizen. I came from a low class family where my father is a farmer and my mother is a plain housewife. I had 2 brothers and 1 sister in our family. In order to help my parents, I decided to work in Taiwan as a caretaker in which I took care of a Grandfather and his Grand child. My other responsibilities are to cook food for the family, washing clothes and light housekeeping. I have 6 months caregiver course in the Philippines. I like cooking, singing, dancing, gardening and sports like swimming.

As a caregiver, I'll give my best to satisfy my employer needs. I experienced from many difficulties in work and I will treat children what well as my real family. I'm willing to do any duties that will be added to me.

I want to go to Canada to save money for my better future, to help my family to support their study and needs. I'm now half way to my dreams and my wish will come true suddenly if my Future Employer accept me to be their nanny/caregiver.

I really appreciate your time in reading my letter and Thank you for the kindness and trust.

Sincerely Your,

Luvielyn Bautista