

JILL PATALITA DE LA NOCHE



OBJECTIVES:

Enrich more knowledge and enhance my skills & capabilities to become more productive one & able to attach myself again to a new members of the family.

PERSONAL DATA

Date of Birth : 12 April 1979
Place of Birth : Valladolid, Negros Occidental
Gender : Female
Civil Status : Single
Religion : Christian Baptist Church
Nationality : Filipino
Language(s) Spoken : Hiligaynon, Tagalog, English & Bahasa Melayu
Able to drive : No
Willing to learn : Yes
Able to swim : No
Height : 5'3"
Weight : 110 lbs.
Date of Issue : 16 October 2009
Expiration Date : 15 October 2014

EDUCATIONAL ATTAINMENT

College : University of Negros Occidental – Recoletos
Lizares St., Bacolod City, Negros Occidental
1996 – 2000
Course : Bachelor of Science in Info. Technology
Major in Info. Management
Secondary : Francisco Infante Memorial High School
Valladolid, Negros Occidental
1992 – 1996
Primary : Valladolid Elementary School
Valladolid, Negros Occidental
1986 – 1992

Seminars / Training Attended:

- 7 months of Caregiving course

- First Aid Training
- AR/CPR Training
- Fire drilling

PROFESSIONAL SKILLS

- o Good public relation skills
- o Trustworthy
- o Hardworking

Other Skills:

- can cook
- can speak Malay language & basic Cantonese
- Tutorial

Employment History

Domestic Helper : Macau
June 2008 up to present

Duties and Responsibilities

Since I am a stay-out helper, early 8 o'clock in the morning I have to prepare breakfast for the family. Mix the child cereal with milk, bread and milk for the mother, coffee and muffins for the father. If am done for these while they are still on bed I start to clean or tide up the kitchen and organize everything. If there are some clothes to laundry I have to join it together while cleaning so that no waste of time can be done for me. For I do believe time management is very important. After an hour, as they rise up the breakfast is already serve on the table & things in the kitchen cleans up too. It's about time for me to assist & accompany the child in his breakfast. After 30 minutes later, I need to start again doing household chores like cleaning child's bedroom, moping the living area, vacuuming & dusting the same thing with the master bedroom & guest room. Around 10 while the mother & child playing & watching TV it is my duty to sleep the child. Then, I start to prepare the lunch, organize again the kitchen. In the afternoon, I do ironing clothes. When the child is already wake up I give him food for his lunch. Afterward, were playing each other, reading him stories. After awhile were going down & see outside doors to walk around in the park to meet some of his playmates. We stay about one in a half hour. Around 4:30pm I have to prepare again for dinner because 6pm I need the child to take him a bath. Then, 7pm dinner must be serves on the table. Again tide up everything in the kitchen before I leave the rubbish must be thrown away.

SPECIAL TRAINING COURSE

Caregiving

Mary Pauline's Healthcare Int'l., Inc.

JL Building, Burgos – Lacson St. Bacolod City

- We studied more about home & elderly/child care.
- How to take good care of a person with physical and mental disability.

- We trained about home management, cooked foods and how to prepare the proper nutrition for them.
- As well as first aid & basic life support and other essentials of Caregiving practices.