

# Resume

## **PERSONAL DETAILS**

Surname: ADLING  
Given Name: SHIELA  
Middle Name: GOMEZ  
Date of Birth: November 13, 1977  
Place of Birth: General Santos City, Philippines  
Gender: Female  
Height: 5'  
Civil Status: Single  
No of children: N/A  
Nationality: Filipino  
Religion: Roman Catholic  
Languages: English, Tagalog and basic Cantonese  
Able to drive: No  
Willing to learn: Yes  
Able to swim: No



## **EDUCATIONAL BACKGROUND**

Elementary: Tetuan Central School  
Address: Zamboanga City, Philippines  
Year graduated: 1991

Secondary: Zamboanga City High School main Tetuan  
Address: Tetuan, Zamboanga City  
Year graduated: 1995

College: Zamboanga Arturo Eustaquio College  
Address: A. Eustaquio Quadrangle, Zamboanga city, Philippines  
Degree: Bachelor of Science in Commerce Management  
Year graduated: 2001

## **SEMINARS/ TRAINING ATTENDED:**

- First Aid Training
- Management Human Resources Training

## **OTHER SKILLS:**

- Can cook
- Can speak basic Cantonese
- Can dance and sing
- Able to use most kitchen appliances
- Can plays table tennis and volleyball

## **EMPLOYMENT HISTORY**

Name: Leong Man Va  
Address: Macau, China  
Period of Experience: April 24, 2004 up to present  
Position: Eldercare / Domestic Helper

### **Job Responsibilities:**

I take care of an 80 years old woman, which cannot see and hear well. I accompany her to go for her check up and other outdoor activities and assist her daily medicines. I ensure sanitary and observed hygienic measure for her health and do cooking and the household chores. I see to it that she is safe and comfortable.