

# **RESUME**

## **PERSONAL DETAILS**

Surname : Bautista  
Given Name : Michelle  
Middle Name : Mariano  
Date of Birth : Sept. 07, 1977  
Place of Birth : San Agustin, Romblon, Philippines  
Gender : Female  
Height : 152 cm  
Marital Status : Separated  
Nationality : Filipino  
Language(s) spoken : Tagalog, English, Chinese

## **EDUCATIONAL BACKGROUND**

Elementary : Concepcion Norte Elementary Schooll  
Address : Philippines  
Year Graduated : 1987-1993

Secondary : Tablas Academy S. A. R.  
Address : Philippines  
Year Graduated : 1993-1997

College/University : Lipa City Colleges  
Address : Philippines  
Year Graduated : 1997-2001  
Course : Bachelor of Science in Computer Science  
Major : Bachelor of Science in Computer Science

## **SEMINARS/TRAINING ATTENDED**

- 6 months Live-in Caregiver course
- Standard First Aid Training
- CPR training for healthcare
- 120 hours of on-the-job training

## **OTHER SKILLS**

- Computer Literate
- Special child care
- Elder care

## **EMPLOYMENT HISTORY**

Name : Chang Chun Chen  
Address : Taoyuan City, Taiwan  
Position : Caretaker  
Period of Experience : Nov. 19, 2008 up to present

### Duties and Responsibilities :

I take care of a Special child. He is 13 years old. He has epilepsy and cerebral palsy. I'm with him for 24 hours a day 7days a week. I assist him in all school works and homework, teach him writing his name, reading, teach him how to speak clearly and correctly. Teach him how to be a good person, how to respect others. Teach him how to familiarize all his personal belongings, the things surround him, massage him day and night, feeding, bathing, read story telling, prepare and give him medicine, educate him in using feeding utensils, brushing his teeth, changing clothes, wearing socks, etc.

Taking care of Special Child with Mental retardation, Epilepsy + cerebral palsy, Feeding, Bathing, teach him in reading, writing, speak clearly and correctly. Assist in doing home works, give massage, play with him. Accompany in daily walking, toilet training, teach him using feeding utensils. Brushing his teeth, educate him in what is wrong and what is bad. Do's and donts, read story telling, give medicine, discipline him, teach him how to be a good child and how to respect others, not to talk to the strangers, familiarize their address and contact nos in case of emergency. Do all of the household chores.

Name : Li, Li Chuan  
Address : Taipei City, Taiwan  
Position : Caretaker  
Period of Experience : June 15, 2005 – Nov. 18, 2008

Duties and Responsibilities :

I take care of elderly. They are husband and wife. The grandfather is 82 years old. He is blind with heart problem and he has rheumatism. The grandmother is bed ridden. My daily obligation to them is monitor their vital signs, feeding, bathing, massage, prepare and give medicine. For the grandfather, I inject insulin twice a day, accompany him in walking, assist him in go to toilet, we talked, laughing, sing together, because of him I learned how to speak their languages, in return I teach him basic English and he is so happy with that. For the grandmother, I massage her, changed diaper, I lift her go to shower room for bathing. I'll do hair cut to her, manicure, pedicure. I feed her through nasal gastric tube. I talked to her even she can't speak. I knew she hear and listening to me. While she is in bed, I changed her position every hour. Sometimes I let her sit in a chair and I'm beside her to support her. On March 2008 grandmother past away and sad to say September of the same year the grandfather past away too for no reason.

Taking care of elderly. They are husband and wife for 24 hours a day, 7 days a week. I feeding, bathing, give medicine, inject insulin, monitor their vital signs, massage, assist the them go to toilet. Accompany the grandfather in walking, dressing and undressing, changing linen, changing diaper. For the grandmother, trim finger/toe nails, cutting hair, comfort them during loneliness/pittyness. I always talk to grandfather because sometimes he forget everything. I help him to fresh up his mind. I'll be very careful in his surroundings because he is blind. They are my priority rather than anything. Do household chores like cleaning, Laundry, cooking, etc.