

ANALIZA PADAO TAMPON

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Known for dealing tactically with people, showing patience and maintaining a pleasant environment for clients of all background.

SUMMARY:

Highly dependable, nurturing caregiver with compassionate nature and over 4+years" experience in prompt and friendly care to elderly and young clients. A warm hearted individual who performs personal care activities in a compassionate and friendly manner that maximizes residents' independence and dignity in a homelike environment. Eager to bring a difference in clients' everyday life.

PERSONAL INFORMATION

Surname Name: Tampon
Other names: Analiza Padao
Place of Birth: Davao, Philippines
Date of Birth: 8th April, 1983
Age: 34yrs
Nationality: Filipino
Religion: Christianity
Marital Status: Married
Height and Weight: 5ft and 45kg
No of Children: 2
Languages Spoken: English and Tagalog

EDUCATION:

- **National Certificate in Household services:**
2012
Department of labor and employment, Technical Education and Skills Development Authority, Manila Philippines
- **Tertiary Education: Computer Secretarial and Office Management:**
2003
Davao del Norte State College New Visayas, Panabo City, Province of Davao del Norte, Philippines.
- **Secondary School Leaving Certificate:**
1999
L. Narvarro National High School, Iasang Davao City, Province of Davao del Norte, Philippines.
- **Primary School Leaving Certificate:**
1995
Valentin N. Daquio Elementary School, Manay Panabo City, Province of Davao del Norte, Philippines.

CORE COMPETENCIES

- Meal Preparation
- Cleaning, Laundry and Home maintenance

- Record keeping and Documentation
- Friendly and Courteous
- Medication Administration
- Dependable and Punctual
- Appointment Arrangement
- Problem Solver
- Willing to Learn and a Fast Learner
- Good Judgement

WORK EXPERIENCE

Domestic Helper/ Care Giver:

ABC Company, Hong Kong

2017-

Present

- Remove safety hazards and report issues to management or family
- Provided ongoing companionship to clients
- Shopped grocery and ran errands
- Prepared and maintained documentation about things needed in the house.
- Groomed and bathed patients, prepared meals
- Laid out medication following the doctors instructions to ensure proper dosages
- Kept clients cares neat, clean and free of safety hazards.
- Prepared nutritious meals and special diets according to instructions
- Performed light housekeeping activities like sweeping , changing linens, cleaning bathrooms and helped clients with laundry

Domestic Helper/Caregiver:

Cheung Pak Wo, Baby health care, Tai Po, NT Hong Kong

2015-2017

- Achieved 100% targets of residents care plans
- Create and maintain continuous fun environment for elderly and kids
- Prepare nutritious meals daily and served to clients
- Wash dishes and clean kitchen after the meal
- Visit the market to buy groceries and supplies needed at home.
- Support clients in personal hygiene and support and care such as bathing, grooming and toileting
- Create and maintain a clean safe and healthy environment
- Helped clients with laundry and performed light housekeeping duties

Quality inspector:

Yidong Agri Supply Company, Panabo, Davao del Norte Philippines.

2010-2015

- Fruit quality inspector, controller and Negotiator.

ADDITIONAL SKILLS

- Excellent attention to details
- Track record of working efficiently without supervision
- Special talent for making professional relationship with clients.

HOBBIES: Cooking, Reading Hiking and Singing.

STRONG REFERENCES available on request.