

Leonora Grace H. Mati

Blk 4 Lot 2 Springtime County Subd.,
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Laguna, Philippines
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Objective

To be of service to families / society who need to extend their care, love, concern and assistance to their loved ones while I commit my passion in ensuring the safety and utmost attention to my ward regardless of their age.

Summary of Skills and Attributes*Patient / Child Care*

- Passionate in caring for children/adults who need to be safe and comfortable while their loved ones are unable to attend to their needs
- Patient and dedicated to attending to my ward's needs
- Systematic in performing assigned tasks
- Fluency in oral and written English and Filipino languages
- Amiable and easily get on with everyone no matter what age and culture

Personal Management

- Reliable and punctual at work
- Organized and neat in doing tasks
- Flexible and willing to learn new trends needed at work
- Initiative and ability to take responsibility in assigned tasks
- Proactive in team
- Accurate and eye for details

Employment History

August 2017 – January 2018 Child caregiver to the grandchildren of Mrs. Benedicta Pajarillo

September 2016 – June 2017 Customer Support Specialist at Alorica Inc.

November 2007 – September 2016 Operation Support Specialist at Boardwalk Ventures Inc

September 2004 – October 2007 Cashier at Boardwalk Ventures Inc

March 2003 – September 2004 Clerk / Data Encoder at Boardwalk Ventures Inc.

March 2000 – December 2002 Child caregiver to the niece of Mr. Winston So

Education and Qualifications

Caregiver NCII, Royale Educational and Language Institute, Philippines with completed on the job training at Binan Health Center

Bachelor of Science in Computer Science (undergraduate), Emilio Aguinaldo College, Philippines ; AMA Computer College, Philippines

Secondary Education, Lakandula High School, Manila, Philippines

Primary Education, Francisco Benitez Elementary School, Philippines ; Philippine Cultural High School, Philippines

Personal interests/activities

Playing volleyball/badminton

Swimming

Playing with my dogs/cats

Singing

Gardening

Referees

Renato Cua

Health worker

Vancouver Coastal Health / Paramed Health Services

Contact number 604 435 5389

Email: Rey_cua@yahoo.com

Winston So

Former Teacher

Southville International School and Colleges

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Email: suwendewynzos@gmail.com

Benedicta Pajarillo

Former Overseas Worker

Springtime County Jubilation, Brgy. Platero, Binan City, Laguna

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