



# GLIZEL MILLENA

## CAREER OBJECTIVE:

- To obtain position and become associated with a company where utilization of skills is encourage and to gain further experience while enhancing company's productivity.
- To dedicated and providing the best healthcare and service to the elderly and those in special need to medical and rehabilitaion expertise.

## SKILLS & QUALIFICATION:

- Knowledgable in windows application and Microsoft office Applications
- Ability to understand internet applications
- Friendly and Energetic individual with service experience and eager to meet customer needs and exceed expectations
- Independent worker who takes initiative in handling multiple responsibilities and adaptable to busy , fast-paced work environment

## CONTACT INFORMATION:

Phone: 639163616041  
 Email: glizelmillena\_dgi@yahoo.com  
 Address: 20 V. Pozon St. Bambang Pasig City

## PERSONAL INFORMATION

Date of Birth: September 20,1976  
 Place of Birth:Pasig City  
 Age : 45  
 Gender : Female  
 Height : 5'2  
 Weight : 58 kgs.  
 Civil Status : Married  
 Religion : Catholic  
 Language : English/Filipino

## ACADEMIC HISTORY

### TERTIARY

**Bachelor of Science in Civil Engineering**  
 Rizal Technological University Boni Ave.Mandaluyong City  
 Undergraduate 1993-1999

### SECONDARY

**Andres Bonifacio High School**  
 Arellano University  
 Pag-asa St. Caniogan Pasig City  
 Graduated 1989-1993

## TRAINING & ATTENDING SEMINARS

<b>CAREGIVING NCII</b>	<b>BREAD AND PASTRY PRODUCTION</b>
<b>Pasig Catholic College</b>	<b>Pasig Catholic College</b>
<b>October 4,2018</b>	<b>July - August 2021</b>

### HOUSEKEEPING NCII

**TESDA**  
**June 21,2018**

**MESSAGE THERAPIST NCII**  
**PCIST**  
**Bambang Pasig City**  
**June 2017**

## WORK EXPERIENCE:

### ONLINE BUSINESS

GB Zeke Bear Online Store  
Food and Clothes  
Feb 2020 – Present

HOME CARE (Private Home Stay Out)  
Jan 2018 – May 2019

- Cared for a lady who has a liver cirrhosis
- Assisted for her daily medication, showering and foods
- Cared of her pigtail that was used to drain water from her tummy
- Cleaning her wounds from her pigtail

HOME CARE (Private Home)  
Jan 2017 – 2018

- Cared for a lady who has a liver cirrhosis
- Assisted in activities of daily living including showering, serving medication, checking vital signs, accompanied for doctors
- Cared of her pigtail that was used to drain water from her tummy

### METOLIUS VALLEY . INC

Key Account Specialist  
August 2017 – December 2017

- Identifying and establishing contact with potential customers proactively.
- Responding to sales inquiries from new and existing customers.
- Maintaining the company's contact database management with up
- to-date contact, accurate and activity details.
- Producing monthly sales reports and sampling of new products

- Ensuring effective internal communication within the sales , and back office support.
- Ensuring availability of the products

LIVE-IN CAREGIVER (Private Home)  
June 2016 – December 2016

- Cared for elderly man with ambulatory
- Assisted in activities of daily living including cook for his food, helping him to dress up and serving medications - Perform household chores
- After 6months I need to take care of my mother because she need a someone to take care of her

### QUAL RECRUITER

Ipsos Marketing Research Inc.  
14<sup>th</sup> Flr., One Corporate Center Ortigas Ave,  
Pasig City  
January 2014 - 2016

- Recruiting possible client in market through survey
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Act as a point of contact and build influential candidate relationships during the selection process

### SALE EXECUTIVE

**Diamond Motors Greenhills Inc.**  
Mandaluyong City, Philippines  
January 2008 - 2014

- Develop an in-depth understanding of our current car inventory and use that knowledge to encourage customers to make a purchase
- Work with our marketing team to grow our customer base

- Assist in setting up the sales lot or the showroom floor for promotions and to put new models on display · Work with the Finance Manager to develop sales agreements that benefit the company as well as the customer Collaborate with our Sales Manager to offer attractive deals on used vehicles to interested customers

#### **FIELD INTERVIEWER**

##### **Synovate**

Room 1701 ,17th floor west tower  
PSE bldg. Tektite Ortigas Pasig City,  
Philippines  
November 2003 - 2007

- Conduct surveys and collect data, using methods such as interviews, questionnaires, focus groups, market analysis surveys, public opinion polls, literature reviews, and file reviews
- Consult with clients to identify survey needs and specific requirements, such as special samples · Determine and specify details of survey projects, including sources of information, procedures to be used, and the design of survey instruments and materials
- Monitor and evaluate survey progress and performance, using sample disposition reports and response rate calculations



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