



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

CAREGIVING NCII

Pasig Catholic College
October 4,2018

BREAD AND PASTRY PRODUCTION

Pasig Catholic College
July - August 2021

HOUSEKEEPING NCII

TESDA
June 21,2018

MASSAGE 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.
14th 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

GLIZEL MILLENA