

ELGINIA CARBONEL SAVELLA

CONTACT NO. +63905-310-3613/+6956-852-9143

Brgy. Salomague-Port, Purok Rizal-Tapao, Cabugao, Ilocos Sur 2732, Philippines
Danelghie0721@gmail.com

OBJECTIVES

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

Enthusiastic and hard-working employee, seeking for a job that fits my qualifications and work experiences. Like a business manager with excellent communication skills in English language. With work dedication and good leadership, work initiative, kind, and able to work with all types of customers and clients. Easily understands where the other person is coming from and able to prioritize and swiftly communicate that empathy. Cooking and making new ideas and recipes for customers and clients.

Devoted and kind Live-in Caretaker/Caregiver who is excited with the prospect of new challenges. Looking for an opportunity to employ valuable skills to enhance the life standard of the elderly and children to provide excellent services like bathing, grooming, playing time, taking for walk, feeding and dressing patients.

WORK EXPERIENCE

BUSINESS MANAGER/OWNER (FOOD SERVICES)

FEBRUARY 2019-PRESENT

One-Stop View Food House

Brgy. Salomague-Port, Purok Rizal Tapao, Cabugao, Ilocos Sur 2732, Philippines

- Business owner/manager with more than three years of experience managing food house and other food services. Managing daily operations from 7am to 8:00 pm.
- Checking all necessary supplies, improving our sales and menus. Classifying inventories and orders, booking appointments and reservations accordingly.
- Addressing any problems or customer concerns appropriately.
- Overseeing employee's work performances to ensure compliance with business policies, regulations and food safety guidelines. Continually monitoring our good service, food and cleanliness issues.
- Interviewing and hiring of qualified staffs.

LIVE IN CAREGIVER/CARETAKER

October 19, 2016 – October 2018

EMPLOYER: Xiao, Guo Xiong

No.15, Xibian St., Yuli Township, Hualien County, Taiwan R.O.C.

- Cared for elderlies with disabilities and helped with their daily mobility, personal care and well being. Assisted them in getting out of bed and getting into a wheelchair. Food preparation and feeding assistance. Making meals and work within a specific diet plan. Helping with personal hygiene like oral care, toileting, bathing, dressing and grooming.
- Accompanied the patients going to the hospital for their check-up, attending church or community activities, traveling, taking scenic drives, and visiting friends or family, engaging in activities like reading, playing games, watching programs, chatting, and making phone calls.
- Housekeeping and home management that includes doing laundry, dusting, sweeping, mopping, changing bed linens, doing dishes, watering plants, checking mail, cleaning the bathroom and toilet.

OFFICE CLERK

New Javier Trading Corporation (September 2014-February 2015)

Commission on Elections (February-June 2013)

- Ensured that the office runs smoothly. Very good organizational and multi-tasking abilities. Answered the phone to take messages or redirect calls to appropriate colleagues. Utilized office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc. Performed other office duties as assigned. Maintained files and records so they remain updated and easily accessible. Kept an inventory of office supplies and ordering new materials as needed.

EDUCATION

Major in Political Science, Bachelor of Arts
Northwestern University, Laoag City, Philippines

June 2008-October 2012

Cabugao Institute (Highschool)
Brgy. Bonifacio, Cabugao, Ilocos Sur, Philippines

June 2005-April 2008

SKILLS

- Efficient in communication skills, the ability to speak, write, listen and understand employers in English Language. Ability to speak and understand basic language of Chinese-Mandarin.
- Working with initiative, time management and expert in household chores.
- Expert in achieving high levels of multi-tasking by remaining focused and goal oriented.
- Positive attitude and affectionate in taking care of children and family.

CREDENTIALS/CERTIFICATES

- Certification and Training for Caretaker/Caregiver in Lucky Care Training Center Inc. TESDA Accredited
- Training and Certification in Household Services under [Technical Education and Skills Development Authority \(TESDA\) NC II](#)

REFERENCES

- Xiao, Guo Xiong
No.15, Xibian St., Yuli Township, Hualien County, Taiwan R.O.C.
Employer 0917208462
- Mrs. Racquel V. Salmon
Relative
6437 Av Trans Island, Montreal, Quebec, H3W 3B7, Canada
- Ma. Marjorie A. Magallanes
Mandarin Lucky Care Training Center Inc.
President
- Steve C. Javier
New Javier Trading Corporation
Chief Executive Office
- Dr. Catherine Asuncion
Dean (College of Arts and Sciences)
Northwestern University, Laoag City, Ilocos Norte, Philippines