

**CHARMAINE PABAIRA GANAT**

*B17,L17 Esperanza Homes Can-asujan Carcar,Cebu*

*Cellphone no.+639917847399*

*Email:charmaineganat@gmail.com*



**OBJECTIVE:**

*Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my versatile skill set to help promote your corporate mission and exceed team goals.*

**SUMMARY OF QUALIFICATION:**

*Extremely motivated and passionate in whatever I choose to do. Strong personal and communication skills and know how to handle and deal with different kinds of people and circumstances. Equally effective working independently and in cooperation with others.*

**WORK EXPERIENCES:**

**NIGHTINGALE NURSING SERVICES INC.**

**PRIVATE DUTY NURSE**

*March 2021- April 2022*

**DUTIES AND RESPONSIBILITIES:**

- *Provide in-home medical assistance to assigned patient*
- *Assess the physical and emotional needs of each patient*
- *Administer medications*
- *Assist with feedings*
- *Monitor patient vitals and take blood pressure readings*
- *Assist with other total nursing care duties*
- *Complete patient care documentation and other paperwork*
- *Make independent clinical decisions when necessary*

**VIKING company ( TAIWAN )**

**MACHINE OPERATOR**

*October 2016 – May 2019*

**DUTIES AND RESPONSIBILITIES:**

- *Setting up machines to start a production cycle*
- *Controlling and adjusting machine settings*
- *Ensure the machines are regularly checked and cleaned*
- *Regularly conduct tests of the machines performance and operating capacity*
- *Inspect machinery with appropriate tools*
- *Fix any issues or malfunctions that may occur*
- *Check the output of the machines and identify any issues*
- *Keep an updated database on all of the machines information,defective units and final products*
- *Maintain a log of the activity*
- *Regularly submit performance reports*

HARDEES ( KUWAIT FOOD COMPANY ) U.A.E.

TEAM MEMBER/ CASHIER

September 2012 – September 2014

**DUTIES AND RESPONSIBILITIES:**

- *Welcome customers and help determine their orders*
- *Process customer orders and record them in the restaurant database*
- *Relay customers orders to the kitchen staff*
- *Ensure all orders are delivered to the customers in a timely manner*
- *Accept cash and return the correct change*
- *Place food orders in the appropriate bags and boxes*
- *Respond to customer enquiries, issue receipts, and record customer suggestions*
- *Clean and arrange eating, service, and kitchen spaces*
- *Help kitchen staff when needed*
- *Excellent communication and interpersonal skills*
- *Must be able to work a flexible schedule including evenings, weekends, and holidays*

**EDUCATIONAL BACKGROUND:**

**COLLEGE:** *Bachelor of Science in Nursing ( 2004 – 2008 )*

*Lyceum Northwestern University, Dagupan*

**SECONDARY:** *Urdaneta City National High School ( 2000 – 2004 )*

**PRIMARY:** *Vicente Taaca Memorial School ( 1994 – 2000 )*

**INTERESTS/ ACTIVITIES:**

*Singing, Cooking, Planting ,Reading*

**ADDITIONAL SKILLS:**

- *Time management*
- *Problem solving*
- *Adaptive to details*
- *Positive attitude*
- *Teamwork*
- *Patience*
- *Flexible*

*cdpabaira*  
**CHARMAINE PABAIRA GANAT**  
*Applicant*

## **CHARMAINE PABAIRA GANAT**

B17L17 Esperanza Homes Can-asujan Carcar,Cebu +639917847399 [charmaineganat@gmail.com](mailto:charmaineganat@gmail.com)

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Dear

I am writing to apply for the any position that suits on my qualifications and experiences on your company. As requested, I enclose the completed job application, my resume, and my certifications.

Any role is very appealing to me, and I believe that my strong experiences and education make me a highly competitive candidate for any position. My key strengths that would support my success in any position includes:

- I strive continually for excellence
- I provide interpersonal and communication skills
- I am creative and organized person
- I have a positive attitude towards my work

Please see my resume for additional information on my experiences.

I can be reached anytime via email @ [charmaineganat@gmail.com](mailto:charmaineganat@gmail.com) or by cellphone 09917847399.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Charmaine Ganat