

Bernice Ida Saudia Marie Calleda

Cordon, Isabela 3312

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Willing to relocate: Anywhere

Work Experience

Caregiver On-Call

Adventist Hospital of Santiago City, Inc. - Santiago

June 2018 to January 2019

1. Provide the patient with personal care and hygiene.
2. Assist the patient carry out mental and physical exercises.
3. Monitor the patient's Vital signs.
4. Report any unusual incidents.

Human Resources Officer

Cordon Archangels Montessori School, Inc. - Cordon, Isabela

June 2005 to March 2016

1. Recruits and conducts initial interview to potential applicants.
2. Do planning for future personnel hiring procedures and goals.
3. Presents and discuss the employee's manual.
4. Organizes orientation of newly hired applicants and the training programs they need to undergo.
5. Accommodates employee's questions address concerns with the company.
6. Conducts social events for employees.

Education

Vocational in Caregiving National Certificate II

Southern Isabela College of Arts and Trades - Santiago

October 2017 to May 2018

College Degree in Bachelor of Science in Psychology

St. Paul University of Manila - Malate

June 2001 to March 2005

Skills

- Caregiving
- Home Care
- Vital Signs
- Recruiting
- Meal Preparation

- Patient Care
- Senior Care
- Laundry
- Cleaning Experience
- Human Resources