

SHIELA G.NALLOS

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KEY QUALIFICATIONS

I have more than 4 years child care experience including toddler and Newborn/infant care . Graduated Two years Diploma holder Major in Hotel and Restaurant Services Technology Gaining 99 units overall. I have a basic knowledge of home safety and first aid and currently studying towards obtaining my caregiver course online I am Proficient in communicating with children at different developmental stages. I Possess the good skills of cooking and housekeeping as well as managing schedules of kids and all related.

EXPERIENCE

- **Chinese Family of 3 members**

Sept 2022 - Present

Full time Child-care/Nanny (Live-in)

- Supervise and care for 5-years-old children in employer's home.
- Plan and Prepare nutritious meal including breakfast and dinner.Make sure the kid eat well and finished all the meal.
- Proper training of personal hygiene is strictly monitored at all times.Ensuring the kid is property bathe,dress and brush teeth regularly.
- Transport children to and from school and extracurricular activities.
- Assist the children by doing his homework by the absence of the parent.Make sure the things in the school bag is already organised and prepare before the parent comeback from work.
- Do Light housekeeping including vacuuming and mopping the floor,tidy the house,iron the clothes,doing laundry and washing the dishes and other household errand.
- Interact and communicate with the children at an appropriate level to encourage intellectual,social, emotional and physical development.Recognise also and compliment the children when he does a good things to develop their self improvement and self esteem.
- Take the children to the school and going home.Let the children play at the park while ensuring the safety surrounding as instru

- **Chinese Family of 4 members**

August 2021 - August 2022

Full-time Newborn Baby-Sitter/Nanny(live-in)

- Provide nanny services to Newborn baby ranging from 2 months old and Child-care for 7 years old children. Give mostly cared and focused to the baby since the Parents are both working.
- Bottle preparation, feeding milk every six hours, changing diapers, bath, and dressing up.
- Monitor and list down how many milk consumed by the baby
- Cooking nutritious meal for baby 3x a day with the strict supervision of parents what and how to prepare .As well as preparing dinner for all the members of the family .
- Transport the children with going out to school and back home while ensuring both of them are safe.
- Excel at providing standard cleaning of the house. Ex.,mopping and vacuuming the floor and polishing all the appliances . Deep clean the house when needed.
- Provide extra care for pet(turtle). Maintaining clean tank and change the water frequently.
- Encourage the intellectual development of the baby and children.
- Remove hazards and develop appropriate boundaries and rules to create a safe environment for them.
- Teach manners and other socially appropriate behavior, use modeling as one technique
- Promote language development skills through reading and storytelling.

- **Chinese Family of 4 members**

May 2018 - Feb 2021

Full time Child-care/Nanny (live-in)

- Cared for two boys from 1 year and eight months and six years old.
- Offered English language enrichment for the toddler and children.
- Prioritized and ensured the children's safety indoors and outdoors. Being attentive is very important.
- Alert the parents immediately if there are any issues at home. Answered incoming phone calls and take messages for the family.

- Sweep, mop, wash, wax and polish the floors.Clean the 2 rooms and 2 toilets including dining room and kitchen.Perform deep clean when necessary.
- Work a flexible schedule (days, nights, weekends, and holidays)
- Conducted authority and worth to implement some discipline program to promote desirable behavior from the child.
- Engaged the toddlers with games and read storybooks, coloring, and drawing.
- Assist the 6years old with homework, and make sure to teach him how to organize his school bag.
- Accompanying the family on a variety of trips and providing childcare services to allow parents to relax on their vacation or pursue other activities on the trip.

SKILLS

- Highly motivated and service oriented Excellent communication and interpersonal skills Time management Adaptability and flexibility Ability to work under pressure Strong work value Newborn care and Child Development Expertise Effective listening Behavior Modifications and Analysis Praise and encouragement Excellent multi –tasker Engaging personality Emotionally Supportive Promoting Good Behavior Parent interaction Substantial experience of performing cleaning and upkeep of assigned work related.. In-depth knowledge of housekeeping and household chores. Remarkable knowledge of Employers safety, cleanliness, and grooming standards.

EDUCATION

- **Camarines Sur Polytechnic College**
2005-2007
 Hotel and Restaurant Services Technology
 2 years Diploma holder and Completed 99 units