

Maryann Calabio

BOOKING MANAGER

39, Female, Filipino, Single
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17. J. Alegre BF Agelor Triangle
Paranaque City



EXPERIENCE

Booking Manager

ShortstayPh Inc. , Paranaque City, Metro Manila

Dec 2015- present

- Writing and preparing monthly reports
- Coordinating duties/ giving instructions for the staff
- Preparing lease contract
- Answering calls and inquiries

Local Researcher

Food and Nutrition Research Institute Department of Science and technology, Bicutan, Taguig City Philippines

June- November 2015

- Conducts actual field data collection in different provinces and cities of the country
- Edits and validates collected data

OFW

Low Residence 26 276308 Singapore Wilby Road

Jun 2013 to Nov 2014

- Kitchen task such as cooking Chinese, nutritious and well-balanced meals.
- Assisting in the basic preparation of food under the supervision of the employer
- -Creating dishes for employer with special dietary needs
- Food preparation, clean up and marketing
- Maintaining safe and clean environment

Facial Therapist

Derma Clinic by Dr. Aileen Bumanlag, Davao City

Nov 2020 to Jan 2022

- Provide face and electro-therapy treatments
- Assisting Doctor's need
- Reception works such as answering the telephone and receiving clients
- Checking and ordering supplies
- Keeping notes of client's medical histories and treatment programs
- Refer clients to the dermatologist, if they have severe skin problems

EXPERIENCE

Au pair

Arlov Residence, Oslo, Norway

Aug 2009 to Aug 2010

- Care and companionship for a bed patient with multiple Sclerosis
- Making sure that the patient got enough to drink
- Helping Patient to change position to watch tv and listen to audio books
- Careful observation that he was not developing any infection
- Light household chores

Au pair

Saeveraas Residence, Jar, Norway

July 2008 to Aug 2009

- Look after 3 children
- English Tutor
- Light Housework and preparing meals and snacks

Au pair

Christiansen Residence, Kgs. Lyngby, Denmark

Jan 2007 to July 2008

- Look after 2 children
- English Tutor
- Light Housework
- Cooking dinner (Danish and Filipino dish)

TRAININGS/ CERTIFICATION

- **Basic Life Support Training and Skills Course**

Based on American Heart Association Guidelines

- **First Aid Training**

The Philippine Red Cross Training
PRC Training Center, Davao City

- **National Certificate II**

Health Care Services
Technical Education and Skills Development Authority

EDUCATION

BACHELOR OF SCIENCE IN NUTRITION AND DIETETICS

University of the Immaculate Conception, Davao City
2000-2004

NORWEGIAN LANGUAGE COURSE

Folkeuniversitetet, Oslo Norway
2009-2010

PRACTICAL NURSING 1 YEAR

Kennedy Global School of Practical Nursing, Davao City
2010-2011