



RUTH ELAINE V. GULENG

AHRM / CAREGIVER / HEALTH CARE

PROFESSIONAL GOAL

To obtain a position that will enable me to use my strong organizational skills , educational background and ability to work well with people. Secure a responsible career opportunity to fully utilize my trainings and skills while making a significant contribution to the success of the company.

WORK EXPERIENCE

HOUSEHOLD SERVICE WORKER

Kingdom of Saudi Arabia

June 2017 - July 2019

- Providing care and support for elderly and other member of the family
- Cleaning and keeping the house organized and neat
- Wash and iron clothes
- Preparing and cooking meals

ASSOCIATE MEMBER/SALES ASSOCIATE

Global Trustees' Multi- Purpose Cooperative

January 2016 - June 2017

- Drives sales through engagement customers, suggestive selling
- Assisting customers throughout the buying process
- Dealing with customer inquiries
- Received items for stocks and make first hand inventory
- Sharing product knowledge with co-associates and customers
- Maintaining a clean and tidy space

 +639385851264

 vruthelaine@gmail.com

 Cabaritan Sison,
Pangasinan

 05/22/1993

CERTIFICATIONS

- International Certificate Level I as Caregiving Aide
- National Competency II in Caregiving
- National Competency II in Healthcare Services
- National Competency II in Front Office Services
- National Competency II in Housekeeping Services
- National Competency II in Food and Beverage Services
- National Competency II in Bartending Services

LANGUAGES

- English
- Filipino

SEMINARS / TRAININGS

Service Training & Health Assistance with the Elderly Little Sisters of the Poor, St. Joseph's Home

Bolinao, Pangasinan
January 14, 2023

Job Opportunity & Career Development

Lyceum Northern Luzon, Urdaneta City, Pangasinan
March 14, 2012

On-the job-training (onboard) M/V St. Michael the Archangel
February 23-27, 2012

On-the job-training (on land) Camp John Hay Golf Club, Baguio City
December 13, 2011 - January 07, 2012

Fruit & Vegetables Carving Lyceum Northern Luzon, Urdaneta City, Pangasinan
August 27, 2011

Master Chefs Cooking Demo SM Rosales, Rosales, Pangasinan
July 27, 2011

Innovative Bartending & Flair Bartending Demo Lyceum Northern Luzon, Urdaneta City, Pangasinan
January 28, 2011

Basic Life Support Seminars Teacher's Camp, Baguio City
September 12-13, 2010

SECRETARY

**Ultrateckk Contract Furniture
April 2013- September 2015**

- Answering phone calls and queries
- Managing the daily agenda and arrange meetings and appointments
- File and update contact information of employees , suppliers and clients
- Assisting and supervising employees
- Perform general clerical such as managing petty cash, weekly salary of employees , collecting payments from clients

SALES CLERK

**International Toyworld Inc. (SM Baguio City)
October 2012 - March 2013**

- Drives sales through engagement customers, suggestive selling
- Assisting customers throughout the buying process
- Dealing with customer inquiries
- Gift wrapping
- Sharing product knowledge with co-associates and customers
- Maintaining a clean and tidy space and arranging display items

EDUCATION

Associate in Hotel and Restaurant Management

Lyceum Northern Luzon
Urdaneta City , Pangasinan
March 2012

Caregiving and Healthcare Services

Vox Humana Technological College Inc.
Urdaneta City , Pangasinan