

# REANALYN SUNIO QUEDDENG

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## OBJECTIVE:

To utilize my organizational skills, to work under different states of pressure, to be keen on details, and to possess inclination and competence in performing tasks efficiently.

## WORK EXPERIENCE:

**Job Title:** Volunteer Health Educator, and Volunteer Blood Facilitator (Freelance Job)

**Company:** Philippine Red Cross Rizal Chapter- Muntinlupa Branch, Metro Manila Philippines

**Date:** February 2018- Present

- To teach healthcare program courses for the Philippine Red Cross.
- To orient the blood donors for donating blood.

**Job Title:** Team Lead Front Desk Associate

**Company:** Khauv Chiropractic Health and Wellness Corporation

**Date:** November 16, 2022- June 5, 2023

- Organize, direct, and monitor the daily activities of front desk agents.
- Must be able to complete all of the duties and responsibilities of the Front Desk Associate.
- Ensures efficient, friendly, and professional guest registration, check-out, and telephone service; supervises front guest service agents to ensure that established procedures are followed.
- Establishes procedures, prepares and coordinates schedules, and expedites workflow.
- Assists with hiring, training, motivating, and rewarding front desk agents.
- Assists front desk agents with the resolution of guest problems/complaints as needed.
- Monitors and maintains the front desk area.
- Performs other duties as assigned by the manager.

**Job Title:** On-Call Private Caregiver

**Case:** Specialized to the Elderly and Children with special needs

**Date:** April 2022- November 10, 2022

- Assisting with personal care, which may include bathroom functions, bathing, grooming, dressing, and eating.
- Following a prescribed healthcare plan, may include assisting with exercise and administering medication.
- Ensure the client's home is organized according to their needs and that safety measures are in place, also assist with some home light housework.
- Transporting or escorting the client to medical and other appointments

**Job Title:** Human Resources for Wellness

**Company:** Bayani Gourmet Cuisine Inc.- Taguig, Metro Manila Philippines

**Date:** December 5, 2021- March 15, 2022

- Monitoring of Annual Physical examinations of the employees

- Monitoring of food handlers' certifications, First Aiders, and Safety officers per brand. Coordination and reporting of COVID-19 Antigen test monitoring.
- Health Insurance enrollment, cancelation, and coordination for the employee's Wellness program implementation for all employees

**Job Title:** First Aider (Project Base)

**Company:** Premium MegaStructures Inc.- Makati, Metro Manila Philippines

**Date:** August 27, 2021 - December 8, 2021

- Monitor first aid treatment on injuries, accidents, and other health-related illnesses on workers on site.
- Prepares necessary documentation/report and other government reports being submitted to the Department of Labor Employment Office. Particular reports pertaining to the Annual Work Incident / Illness Exposure Data Report.
- Monitor subcontractors, and first aid kits and assist with the emergency response of the project site.

**Job Title:** Electronic Diary Instructor (Project Base)

**Company:** Asian Foundation for Tropical Medicine- Muntinlupa, Metro Manila Philippines

**Date:** March 2021- June 2021

- To explain and inform the participants of the procedure and process of how to use the mobile application for the Clinical Study/ Trial of the COVID-19 Vaccination.
- To teach the participants how to use and update the status of their antigen swab test results using the Trial Max Application.
- To remind and assist participants in doing the rapid antigen swab test thru call and text.

**Job Title:** Private Caregiver (Live-in/ Full Time)

**Case:** Dementia

**Date:** December 1, 2019- February 28, 2021

- Providing emotional support and encouragement to perform the necessary task. Providing mobility assistance may be required.
- Assisting with personal care, which may include bathroom functions, bathing, grooming, dressing, and eating.
- Following a prescribed healthcare plan, may include assisting with exercise and administering medication.
- Ensure the client's home is organized according to their needs and that safety measures are in place, also assist with some home light housework.
- Transporting or escorting the client to medical and other appointments Monitoring and reporting changes in health, behavior, and needs.

**Job Title:** Facility Assistant

**Company:** EMAPTA Versatile Services Inc.- Alabang Site, Metro Manila Philippines

**Date:** May 15, 2019 - November 8, 2019

- To complete & comply with all clerical, paperwork, and administrative procedures to ensure that the reporting systems monitoring responsibilities are maintained throughout.
- To ensure the reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms, and brochures).
- To provide basic and accurate information in-person and via phone/email, receive, sort, and distribute daily mail/deliveries.
- To maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).

- Order office supplies, keep an inventory of stock and schedule meetings, arrange travel and accommodations, and prepare vouchers.
- To assist the compliance team with the DOLE requirements and Occupational Health Permits of the Staff.

**Job Title:** Industrial Associate

**Company:** University of Perpetual Help DALTA Medical Center- Las Piñas City Metro Manila

**Date:** August 28, 2018- May 14, 2019

- Verifies coverage of all OPD HMO and Industrial patients.
- Types and encodes baseline data of physical exam for generating charge slip.
- Assists Industrial Head Nurse in auditing and inventorying office supplies and medical supplies.
- Prepares requisition of office and medical supplies.
- Maintains and files systematically all GHMS communication for easy retrieval. Prepares medical certificates for industrial and HMO cardholders as needed.
- Performs other related duties that may be assigned by the immediate supervisor from time to time.

**Job Title:** Private Caregiver (Live-in/ Full Time)

**Case:** Adolescent with Panic Anxiety Attack

**Date:** January 3, 2018- August 20, 2018

- Managed all aspects of the household, grocery shopping, cleaning, cooking, laundry, and prepared meals and snacks based on the family's meal preferences and schedule.
- Observed and documented child's behavior and progress; provide written and verbal updates to parents including proactive communications of potential issues or concerns.
- Created educational activities for specific needs, keeping up-to-date with the best play-based research for optimal child development.
- Encourage physical activity through walking, trips to the park, and playdates.

**Job Title:** Unit Manager Secretary

**Company:** PruLife U.K- Jasper Branch- Muntinlupa, Metro Manila Philippines

**Date:** June 14, 2016- December 16, 2017

- Administrative work and manage department schedules by maintaining calendars for department personnel and arranging meetings, conferences, teleconferences, and travel.
- Preparing reports by collecting information and secured information by completing database backups.
- Provides historical reference by utilizing, filling and retrieval systems of the life insurances.

**Job Title:** Private Caregiver (Live-in/ Full Time)

**Case:** Stroke bedridden patient (with Percutaneous Endoscopic Gastrostomy)

**Date:** October 29, 2009- May 30, 2015

- Providing emotional support and encouragement to perform the necessary task. Providing mobility assistance may be required.
- Assisting with personal care, which may include bathroom functions, bathing, grooming, dressing, and eating.
- Following a prescribed healthcare plan, include assisting with exercise and administering medication.
- Ensure the client's home is organised according to their needs and that safety measures are in place, also assist with some home light housework.
- Monitoring and reporting changes in health, behaviour, and needs.

## **EDUCATION:**

**Vocational Course:** Caregiving NCII

TALON DOS Institute of Technology, Las Pinas City, Philippines

**Date:** April 17, 2017- November 1, 2017

Certified Caregiver Certificate No. 1713602152282

**Course:** Bachelor of Arts Major in Psychology LORMA Colleges, San Fernando La Union, Philippines **Date:** June 2003- March 28, 2009

**Award:** Certificate of Recognition, Students In Free Enterprise (SIFE)

Certificate of Merit, National Leadership Award for Community Involvement

**Secondary:** La Union National High School, San Fernando La Union, Philippines

**Date:** June 1999- April 15, 2003

### **Primary**

Ilocanos Community School, San Fernando La Union, Philippines

**Date:** June 1993- April 8, 1999

## **TRAINING AND EVENT FACILITATED:**

### **Freelance Event Coordinator**

- Planning for Wedding, Birthday and Conferences

### **Philippine Red Cross Rizal Chapter- Muntinlupa Branch**

- Facilitating Health Education and Blood Service.

### **EMAPTA Versatile Services Inc.**

**Topic:** "Emergency Response Team Seminar and Awareness"

**Topic:** "Pagkakaisa para sa handa ligtas at matatag na Paaralan tungo sa Magandang kinabukasan" (Brigada Eskwela 2018)

- Life Coaching to the Sanguniang Kabataan of Las Pinas City

**Topic:** Sangguniang Kabataan Mandatory Training (S.K.M.T.)

- Life Coaching to the Sanguniang Kabataan of Las Pinas City

## **SEMINARS, TRAINING, AND CONFERENCES ATTENDED:**

**Seminar & Training:** Community Base Health First Aid Training

**Facilitator:** Philippine Red Cross Rizal Chapter Philippines

**Training:** Basic Nursing Skills Enhancement Program

**Facilitator:** FirstCare Development Review and Tutorial Center

**Training:** Psychological First Aid: "Needed Now More Than Ever"

**Facilitator:** Philippine Red Cross Rizal Chapter- Muntinlupa Branch Philippines

**Training:** "Infection Prevention and Control for COVID-19 in Home and Community Settings

**Facilitator:** Department of Health Philippines, UNICEF, World Health Organization

**Training:** “Standard Disaster Risk Reduction Management Training”  
**Facilitator:** Philippine Red Cross Rizal Chapter- Muntinlupa Branch Philippines

**Training:** “Basic Occupational Safety and Health Training” (BOSH) Facilitator: RBA-Env’t, Health & Safety Consultancy& Training Solution (DOLE-OSHC Accreditation No. 1030-070717-0083)

**Seminar & Training:** “Bomb Threat & Bomb Components Awareness Seminar”  
**Facilitator:** Administration of Asian Star Building, Muntinlupa City Philippines

**Training:** “Fire Fighting with Self- Contained Breathing Apparatus Training”  
**Facilitator:** Bureau of Fire Protection Las Pinas City Philippines

**Training of the Trainers:** “Blood Facilitator Workshop”  
**Facilitator:** Philippine Red Cross Rizal Chapter Philippines

**Training:** “First Aid and Basic Life Support”  
(Cardiopulmonary Resuscitation with Automated External Defibrillator)  
**Facilitator:** Philippine Red Cross Rizal Chapter- Las Pinas Branch Philippines

**Training:** SOS CHILDREN VILLAGE MANILA  
(Ayala Alabang Village, Brgy. Ayala-Alabang, Muntinlupa City)  
**Rendered Time:** 120 Hours of training for child care as a Caregiver

**Training:** DIOCESE OF KANLUNGAN NI MARIA HOME FOR THE AGED INC.  
(Silangan Subdivision Brgy. Dalig, Antipolo City)  
**Rendered Time:** 120 Hours of training for the elderly as a Caregiver

**Seminar& Training:** “Negotiating Realities Through Positive Psychology”  
**Facilitator:** International Center for Communication Studies

**Seminar:** “Gaan at Gana sa Buhay: Sikolohiya Ng Sarap, Ligaya At Ginhawa”  
**Facilitator:** PambansangSamahan sa Sikolohiyang Pilipino

**Seminar& Training:** “Awareness and Early Detection of Childhood Development Delays  
for a Healthier Environment”  
**Facilitator:** Medialink Events Management

## **PERSONAL INFORMATION:**

**Birth Date:** June 24, 1986  
**Age:** 36 years old  
**Birth Place:** City of San Fernando, La Union  
**Civil Status:** Single  
**Citizenship:** Filipino  
**Language Spoken:** Filipino, English, and Ilocano  
**Height/Weight:** 5’1” feet, 60 Kilos  
**Religion:** Christian  
**PhilHealth No:** 01- 025383396-9  
**Pag-ibig No:** 1212-1707-7721

**SSS No:** 33-9369707-5  
**Skills:** Driving, Patience, Administrative, Computer Skills, Customer Service, Photography, Creativity, Detail-oriented coordinator, Adaptability, Ability to manage stress.

**CHARACTER REFERENCES:**

**Atty. Cheryl Alsim**

Alsim Legal and Consultation Services, Carmona, Cavite Philippines

**Contact No.:** +63939-918-1557

**Mr. John Philip Bautista, RMT, MSC**

Donor Recruitment Officer, Philippine Red Cross Rizal Chapter- Muntinlupa Branch

**Contact Number:** +63-968- 857-1283

**Mrs. Rose Ann C. Flores**

H.R Manager, Camber Pharmaceutical Inc. - Makati Metro Manila Philippines

**Contact No.:** +63917- 324- 6329

**I hereby certify that the above information is true and correct.**

  
**Reanalyn S. Queddeng**