

# May Morgan Galivo

Caregiver

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## Summary of Qualifications

Experienced caregiver, who can demonstrate exceptional attention to detail, speed and accuracy. Can work well in stressful, high-pressure situations. Friendly, sociable with pleasing manners. I am committed, hardworking, dedicated, responsible, and well organized.

## Work Experience

### Caregiver - Part Time *(August till present)*

Private Patient, 86, diagnosed with Alzheimer's, Dementia and high blood pressure.

San Carlos City, Pangasinan

- Administering Medicine
- Monitoring vital signs
- Help clean and bathe the patient
- Maintain patient's hygiene and changed linens and bedding
- Providing companionship and conversation
- Preparing meals

### Government Employee

*Admin Assistant focused on System Administration (2015- Present)*

*Job Order Employee (2013-2015)*

Local Government Unit of Dagupan (MIS Office), Pangasinan, Philippines

- Supervised and inspected the installation, modification, testing, and operation of the electronic systems used by the government unit.
- Arrange and co-ordinate seminars, conferences, travel, related itineraries and make reservations.
- Graphic designing using Photoshop or Canva.
- Managed and planned annual property procurement.
- Managed inventory of supplies and equipment.
- Extracted data from database and convert it in readable reports in excel or pdf format.
- Providing support, assisting in daily office needs, and managing the office's general administrative activities

### Instructor *(November 2009 to January 2012)*

ICT Department, Unversidad de Dagupan (previously known as Colegio de Dagupan)

Dagupan, Pangasinan, Philippines

- Taught computer courses.

References: Available upon request

## Education History

### Caregiving NC II

OBC Learning and Assessment Center

Alaminos City, Pangasinan

*Year: December 2021 - July 2022*

### B.A. in Biblical Studies (18 units)

Clark Bible College,

San Carlos City, Pangasinan

*Year: 2012 - 2013*

### B.S. in Information Technology

Universidad de Dagupan (formerly Colegio de Dagupan)

Arellano St., Dagupan City

*Year of Graduation: 2009*

## Relevant Skills

- Compassion
- Patience
- Empathy
- Problem Solving
- Communication
- Drivers License

## Certification

### National Certificate II in Caregiving

Cert. 22015502042476

### Care Certificate (Standard 1-15)

Cert. verification: ELC-1673071735-76227-29746