

GWEN GARCIA ARCEGA

CAREGIVER



+639062651390

arcegagwen@yahoo.com

: Zone III Brgy. Pilar, Sta. Maria,
Pangasinan, Philippines

PROFILE

I am a qualified and professional employee with years of experience of administrative work, and providing care and services to people in health and social works.

SKILLS

- Problem-Solving
- Computer Literacy
- Communication
- People Skills
- Organizational
- Professional and Work Ethics

EDUCATION

VOCATIONAL

North Gate Learning &
Assessment Center, Inc.
Caregiving
November 2022 - July 2023

TERTIARY

Panpacific University North
Philippines

Associate in Computer Science
2015-2017

SECONDARY SCHOOL

Eastern Pangasinan
Agricultural College
2011-2015

PRIMARY SCHOOL

Pilar - Cauplasan Elementary
School
2005-2011

EXPERIENCE

SALES STAFF

April 2018 - December 2018

DIGIBABE Inspira Group (SM ROSALES)

- Promotes company products.
- Educates customers about products.
- Increases brand awareness.
- Maintains a positive image of the brand.

ADMINISTRATIVE AIDE I

January 2019 - December 2020

Provincial Government of Tarlac (PDEA Office)

- Answer and direct phone calls.
- Organize and schedule appointments..
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.

TRAINING ATTENDED

Seminar on Intro to Android Development, Robotics, Game Development, and Cyber Security

University of the Philippines Diliman, Quezon City
February 2017

International Research Conference on Information Technology Education

Cabanatuan, Nueva Ecija
September 2016

On-the-Job Training on Human Resources Sitel

BCEZ Loakan Rd, Baguio City
April - June 2017

On-the-Job Training for Caregiving

Pilar Santa Maria, Pangasinan
May 22 - June 16 2023

*** I hereby certify that the above statements are true
and correct to the best of my knowledge and skills ***

GWEN GARCIA ARCEGA