

CLARIZZA GATDULA

clarizzagatdula1987@gmail.com | +639451685563 | Navotas City, Philippines

PROFESSIONAL SUMMARY

Dedicated and compassionate professional with a diverse background in support and care roles. Holding certifications in Personal Support Worker and Basic Nursing Skills further underscores my commitment to delivering high-quality care. Eager to leverage this multifaceted skill set as a Support Worker, I am prepared to contribute compassion, organizational prowess, and a client-focused approach to enhance the well-being of those I serve.

SKILLS AND ABILITIES

- Patient Care
- Maritime Logistics
- Navigation/Route Planning
- Communication Skills
- Empathy and Compassion
- Organizational Skills
- Physical Skills
- Medication Administration
- Problem-Solving
- Administrative Support
- Record Keeping
- Safety Awareness

WORK EXPERIENCE

Northport | Philippines

2018 - Present

Position: Vessel Planner

- Contributed to the development of new processes and procedures associated with vessel planning and management.
- Monitored vessel performance throughout voyages, making real-time adjustments to optimize fuel consumption.
- Coordinated closely with the operations team to ensure the efficient loading and unloading of vessels.
- Maintained detailed records of past voyage plans for future reference and analysis.
- Developed and consistently updated accurate vessel plans for a fleet of vessels, prioritizing safe navigation and compliance with local regulations.

Home Care | Philippines

2022 - 2023

Position: Home Support Worker

- Assisted disabled clients to enhance their independence and overall well-being.
- Offered emotional support to clients during challenging times or crisis situations.
- Delivered compassionate care and support to individuals facing physical disabilities, mental health issues, and learning difficulties.
- Monitored changes in clients' physical or psychological condition, promptly reporting any concerns.
- Maintained precise records of client progress, including detailed observations, assessments, and reviews.
- Promoted independence among patients through the provision of guidance and instruction on daily living activities.

Northport | Philippines

2011 - 2018

Position: Gates and Traffic

- Utilized effective communication skills to foster relationships with customers and colleagues.
- Consolidated and encoded data entries as indicated in the discharging and loading tally sheet from the vessel.
- Performed clerical functions to accomplish necessary documents related to the discharging and loading of cargoes, as well as the withdrawal and acceptance of cargoes.

Homeworks The Homecenter | Philippines

2010 - 2011

Position: HR Generalist

- Developed and maintained personnel records, encompassing onboarding and offboarding documentation, payroll information, and performance reviews.
- Implemented HR policies and procedures to ensure strict compliance with labor laws and regulations.
- Managed employee relations issues, addressing grievances, disciplinary actions, complaints, and terminations.
- Maintained precise records of attendance tracking systems and processed leave requests accurately.

Ever Gotesco Malls | Philippines

2008

Position: HR Assistant

- Supported day-to-day operations of HR functions and duties.
- Filed papers and documents into employees' files.
- Assisted in the recruitment process, including scheduling interviews, coordinating background checklists, and collecting new hire paperwork.
- Contributed to recruitment and interview processes to develop a pipeline of candidates for employment.

TRAININGS AND CERTIFICATIONS

- Personal Support Worker, 2023
- Basic Nursing Skills, 2023

EDUCATION

EARIST | Philippines

2003 - 2009

Bachelor Of Science: Industrial Psychology