



RACQUEL BASILIO

CLINIC STAFF/ CAREWORKER

CONTACT

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📍 Makati City

EDUCATION

Vocational
NCII Caregiving

TESDA
2023

Tertiary
Associate in Computer Technology
Datamex College of Saint Adeline
2006 - 2008

PERSONAL DETAILS

Date of Birth: April 14,1986
Marital Status: Single
Nationality: Filipino

Religion: Roman Catholic
Gender: Female

Height: 5'2
Weight: 53kilos
Age: 37

SKILLS

- Good Interpersonal Skills
- Work productivity and efficiently
- Trainable and hardworking
- Fast learner
- Know how to deal with other people

PROFILE SUMMARY

Adaptable professional with proven knowledge of provider relations,public health administration and riskmanagement. Aiming to leverage my abilities to successfully fill the careworker duties or role in your team.

Highly organized and detail oriented worker,with a drive to exceed expectations. Ability to analyze data,develop strategies and provide solutions to complex problems. Seeking to leverage skills and knowledge to contribute to team success. Ambitious individual with strong organizational and multitasking skills as well as an aptitude for technology. Ready to apply knowledge and skills to any challenges.

WORK EXPERIENCE

Clinic Staff 2016 up to present

Makati Medical Center

- Participated in staff meetings and educational programs related to professional development.
- Contributed to a positive work environment by exhibiting professionalism at all time.
- Provided direct patient care including wound care, administering medications,vital signs monitoring.

Private Caregiver Mar 2013-Aug 2015

- Assisted residents in and out of bed and wheelchairs using safe lifting and transferring techniques.
- Coordinated medical appointments,errands, and social events.
- Assisted clients with activities of daily living such as bathing,dressing and grooming
- Assessed changing physical or mental conditions of clients in order to recommend adjustments in care plans.

Household Helper Jan 2012- Jan 2013

- Doing the household chores gracefully
- Plan and cook meals,wash dishes,wash clothes.

Supermarket Cashier July 2011-Nov 2011

Waltermart Makati

- Operated cash register and accurately processed payments,returns and exchanges.
- Provided efficient and courteous service to customers.
- Performed opening and closing procedures such as counting cash register,restocking and cleaning.
- Processed customer orders and ensured the accuracy of their purchases.
- Developed strong customer service skills by providing efficient and accurate service.

Supermarket Cashier Aug 2009-Jun 2010

SM HYPERMARKET MOA

- Performed opening and closing procedures such as counting cash register, restocking and cleaning.
- Operated the POS system efficiently to ensure accurate transactions.
- Processed returns and exchanges quickly while ensuring accuracy of store inventory records
- Checked drawer totals, reconciled discrepancies, and prepared bank deposits.