



PRESHLY ICARO

Phase 1 Block 9 Lot 20 Brgy. Langkaan 1 Dasmariñas City, Cavite 4114 Philippines (+63) 998.405.3977 preshicaro@aol.com

CAREER OBJECTIVE

A goal-oriented, detail-oriented healthcare professional with experience in patient care and medical record management, seeking a position to leverage my skills in healthcare administration, data analysis, and problem-solving to contribute to the growth of a healthcare organization and provide direct care which promotes the comfort and safety of clients

PROFESSIONAL EXPERIENCES

Vista Zoe Realty, Dasmariñas City, Cavite

Unit Manager, January 2017 – Present

- Take responsibility for an annual marketing plan, strategy, and team sales
- Work closely with the sales department to align sales and marketing strategies
- Build long term relationships with employees, clients, and stakeholders
- Responsible for the overall marketing plans of the company
- Attending meetings representing the company to developers, general brokers, agents, and prospective clients
- Responsible for the company's social media accounts, posting and briefing new agents

Avida Sales Corporation, Dasmariñas City, Cavite

Property Specialist, March 2013 – March 2016

- Share information about company/products by following sales scripts
- Assisting the client through the process of buying, selling, or leasing properties
- Answer client's inquiries regarding products or services.
- Understand client property needs and offer solution and support
- Close sales and lead clients through the purchasing process
- Work with the sales team to close sales

Private Household, Valle Verde 1 Pasig City, Metro Manila

Live-Out Elderly Caregiver, June 2012 – February 2013

- Assisting with mobility and personal care: bathing and grooming, dressing, toileting, and exercise
- Basic food preparation: preparing meals, shopping, housekeeping, and other errands
- Personal supervision: providing constant companionship and general supervision
- General health care: overseeing medication and prescriptions usage, appointment reminders and administering medicine
- Health monitoring: following a care plan and noticing any changes in the individual's health, recording and reporting any differences
- Emotional support being stable
- Reporting and monitoring daily life activity
- Companionship and Company

Private Household BF Homes Las Pinas City, Metro Manila

Live-Out Child Caregiver, March 2011 – April 2012

- Followed the care plan as directed by parents
- Provide assistance with activities of daily living including bathing, dressing, grooming, toileting, and dental hygiene
- Prepare healthy meals • Managing Medications
- Lead child in fun activities
- Kept records of child's behavior, progress and provide updates to parents
- Determine child's cause for distress and comforts when he cry
- Established a play safe environment for the child
- Helped the child reach milestones in the area of self-care

Department of Social Welfare and Development (DSWD) NCR, Philippines

Golden Acres
Temporary Shelter for Neglected and Abandoned Elderly
Bago Bantay, Quezon City, Metro Manila
Elderly Caregiver

Department of Health (DOH) NCR, Philippines

Nacional Center for Mental Health (NCMH)
Mandaluyong City, Metro Manila
Mental Health Care Assistant

Trichet Learning Center

Marie-Louise Foundation Incorporation
West Rembo, Makati City Metro Manila
School for Children with special needs age Toddlers-Young Adults
School Teacher Care Assistant

TRAINED AND EXPERIENCED IN CAREGIVING ESSENTIALS

- Bathing and Personal Hygiene
- Physical care and mobility
- Basic Food Preparation
- Meal and Feeding Support
- Running Errands and Housekeeping
- Child Care
- Time Management
- Establish and enforce schedules or routines
- Dressing Assistance
- Warm Companionship
- Social Interaction
- Reading, Games and Activities
- Record Management
- Healthcare Administration
- Data Analysis

EDUCATION ATTAINMENT

Major: Administration and Supervision – 57 Units

Eulogio “Amang” Rodriguez Institute of Science and Technology

General Mariano Alvarez (GMA), Cavite

Completed Coursework towards M.A Education (June 2019)

On thesis preparation 6 units remaining

Relevant Coursework

- Professional Education

Volunteer Work

- Philippine Red Cross PRC (December 2019)
- Philippine National Red Cross Blood Service Donation (June 2013 – September 2023)

Trainer’s Methodology Certificate1 (April 2015)

Technical Education and Skills Development Authority (TESDA)

Provincial Training Center - Paliparan

Dasmariñas City, Cavite

Caregiver (June 2007)

Mandaluyong Manpower Development Center (MMDC)

Welfare Ville Compound Mandaluyong City, Metro Manila

Bachelor of Science (B.S)

Electronics and Communications Engineering (April 2006)

Rizal Technological University (RTU)

Boni Avenue Main Campus

Mandaluyong City, Metro Manila

TRAININGS AND CERTIFICATIONS

National TVET Trainer Methodology Certificate 1
National Caregiving NC II Certificate
Philippine National Red cross Home Nursing Mother & Baby Care Certificate
Philippine National Red cross Home Nursing Care of the sick and the Injured Certificate
Philippine National Red cross First Aid and Training Standard Certificate with ID
Philippine National Red cross Basic Life Support CPR Training with ID
Life Line Foundation Nanny Training School Certificate
Informatics Computer School Comprehensive Communication Skills Certificate
Philippine Red cross Cavite Chapter Volunteer Dengue Emergency Medical Unit of the Health Services Certificate

ADDITIONAL SKILLS

- English – Business Level Speaking, Reading, and Writing
- Compassionate, Motivated, Flexible and can work with minimum supervision
- Ability to get along with the clients of different cultures and diverse socioeconomic backgrounds
- Ability to complete all other duties as assigned and work independently
- Self-discipline, hard worker, organized and strong time management skills
- Perform duties in compliance with the employer's plan, policies, and procedures
- Advance understanding of basic application including, MS Office (Word, Excel, PowerPoint, Outlook)

CHARACTER REFERENCES

CRB. Lydia Palencia

President/CEO,
Vista Zoe Realty
Avida Residences Sta. Catalina
Brgy Salawag Dasmariñas City Cavite
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Employer

Mrs. Lorena P. Lim

Officer in Charge
Provincial Training Center - Paliparan
Technical Education and Skills Development Authority
Dasmariñas City, Cavite
Former Administrator/Trainer

Mr. Fernando Tampoc

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Former Colleague