



# LORENA GERVACIO PAULINO

## Caregiver

To exercise my knowledge in caregiving combined with extensive experience in providing personal care services for elderly, child or even to patients with special needs.

## Contact

📞 | +63977-741-1970

✉ | lhoriegervacio1981@gmail.com

📍 | Tanza, Cavite ,  
Philippines 4108

## Education

### Vocational - Caregiving NCII

Everbright International  
Academy Inc.  
July 2022 – March 2023  
Bacoor, Cavite

### Bachelor of Science in Management

College of the Immaculate  
Conception  
June 1997- March 1998  
June 1998 – October 1999

## Skills/Certificates

Basic Nursing Skills  
Elderly & Child Care  
Dementia Care  
Standard First Aid  
Safety Professional I  
40 Hours Basic  
Occupational Safety &  
Health

## Language

Filipino  
English

## Professional Experience

### ● Home Care

Part-Time Caregiver      June 28, 2023 up to present

- Providing constant supervision
- Assisting with daily personal care activities, such as bathing, grooming, and dressing
- Preparing and serving nutritious meals
- Administering medication as prescribed
- Maintaining a clean and organized living space, including laundry and housekeeping duties.

### ● ACC PHYSICAL THERAPY CLINIC

HMO Officer      Jan 5, 2021 up to present

- Checking HMO patient's coverage for physical therapy
- Have phone call verification for each HMO card holder
- Monitoring of patient's physical therapy coverage
- Assessment of patient diagnosis before endorsing to rehab department

### ● MSR HEALTHCARE, INC.

Billing/Cashier Staff      Mar 3, 2020 up to Jan 4, 2021

- Checking of Dialysis patient PDD
- Register new patient to PDD
- Prepare CSF & SOA and CF4 for weekly treatment billing
- Encode to ECLAIMS for doctor's signature
- Monitoring of patient's consumption allowed by Philhealth
- Monitoring of cash sales daily deposit

## Reference

Dra Rebecca Celera  
Radiologist  
09778630008

Dr. Abundio Celera  
Orthopedic Surgeon, FPOA  
09178927429