JULIE ANN INFANTE

HUMAN RESOURCES PRACTITIONER AND CAREGIVER

B4L8 South Meadows Subdivision, Halang, Calamba City, Philippines
+63 9663284400
julieanninfante79@yahoo.com

COMMUNICATION

I can convey ideas clearly, listen actively and collaborate with colleagues. Enhance productivity and contribute to a positive work environment.

LEADERSHIP

Silver Medalist Awardee in Caregiving
Best In CPR
Best in Assistive Device

EDUCATION

Colegio de San Juan De Letran and TESDA, Philippines

Bachelor of Science Major in Psychology and TESDA - Certified Caregiver NC2

Relevant course work in Human Resources:

- Introduction to Human Resources, Employment law, Organizational Behavior, Staffing and Recruitment, Training and Development, Performance Management, Employee Relations, HR Information Systems and Strategic HR Management.

Relevant course work in Caregiver:

- Basic Healthcare Training, First Aid and CPR Certification, Ethics in Healthcare, Cultural Competence, Caregiver Training Program.

HIGHLIGHT

A Psychology Major which is highly relevant to the caregiving profession, i.e., being able to address not only the physical aspect of care, but also being able to understand and respond to psychological needs of patients.

EXPERIENCE

March 2021 - Present

Personal Caregiver /General Practice/ Client - Dialysis Patient

- Understanding the specifics of the dialysis process and being trained to assist the patient.
- Ensuring the patient takes prescribed medications as directed.
- Following dietary restrictions and recommendations to support the patient's health.
- Regularly checking and recording vital signs as advised by healthcare professionals.
- Providing emotional support as coping with a chronic condition can be challenging.
- Keeping open communication with the patient's healthcare team about any changes and concerns.
- Knowing how to respond to emergencies and having contact information for healthcare providers readily available.

March 2018 – January 2021
Part Time Personal Caregiver / Disabled Elderly

- Assisting with activities of daily living such as bathing, grooming dressing, and toileting.
- Providing support for movement, transfers and ensuring the safety of patient.
- Administering medications on schedule and keeping of any changes.
- Offering companionship, empathy, and emotional support and well-being of patient.

August 2016 – December 2020

Human Resources Specialist / Benshir Enterprises

- Managing the recruitment process. Conducting interviews and facilitating the hiring of new employees.
- Assisting in the orientation and onboarding of new hires, enduring a smooth transition into the organization.
- Handling employee concerns, conflicts, and providing support to maintain a positive work environment.
- Coordinating performance appraisal processes and helping to develop initiatives.
- Ensuring compliance with labor laws, updating, and communicating HR policies and addressing legal requirements.
- Promoting diversity and inclusion initiatives to create a diverse and welcoming workplace.
- Implementing strategies to enhance employee morale, satisfaction, and overall engagement.

July 2014 – July 2015

Human Resources Officer/ General Practice/ Al Balushi Food Group LTD – Sultanate of Oman

- Managing international recruitment processes, sourcing candidates from various regions, and navigating diverse talent pools.
- Facilitating the onboarding process for employees from different cultural backgrounds, ensuring effective integration into the organization.
- Navigating and fostering effective communication among employees from diverse linguistic and cultural backgrounds.
- Developing and implementing HR policies that align with international labor laws and regulations.
- Assisting employees with work visas, residence permits, and compliance with immigration requirements.
- Managing global compensation structures, considering variations in cost of living and currency exchange rates.
- Supporting employees on international assignments, addressing their unique needs and challenges.
- Coordinating the relocation process for employees moving internationally, including housing, transportation, and settling-in services.
- Staying updated on and ensuring compliance with labor laws and employment regulations in different countries.
- Facilitate and organize program to the special need school sponsored by the company.

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

TESDA
· 1994 ·

NATIONAL CERTIFICATE II

in

CAREGIVING

is awarded to

JULIE ANN M. INFANTE

for having completed the competency requirements under the Philippine TVET Competency Assessment and Certification System in the following units of competency:

Unit Code	BASIC COMPETENCIES
500311105	Participate in workplace communication
500311106	Work in a team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures

Unit Code	COMMON COMPETENCIES
HCS323201	Implement and monitor infection control policies and procedures
HCS323202	Respond effectively to difficult/challenging behavior
HCS323203	Apply basic first aid
HCS323204	Maintain high standard of patient services

Unit Code	CORE COMPETENCIES
HCS323301	Provide care and support to infants/toddlers
HCS323302	Provide care and support to children
HCS323303	Foster social, intellectual, creative and emotional development of children
HCS323304	Foster the physical development of children
HCS323305	Provide care and support to elderly
HCS323306	Provide care and support to people with special needs
HCS323307	Maintain healthy and safe environment
HCS323308	Respond to emergency
HCS323309	Clean living room, dining room, bedrooms, toilet and bathroom
HCS323310	Wash and iron clothes, linen and fabric
HCS323311	Prepare hot and cold meals

Signature of the certificate holder
Certificate No. **22041002017531**

Issued on : **September 17, 2022**
Valid until: **September 16, 2027**

ULI: IJM-79-742-04034-001

DANILO P. CRUZ
Director General

INFANTE, JULIE ANN M.

CLN-NQ- 6379754

Colegio de San Juan de Letran - Calamba

Alamin ng lahat ng makakabasa nito:
KNOW ALL MEN BY THESE PRESENTS

na ang Rektor sa tagubilin ng mga Pinunong Pang-Akademika
THAT THE RECTOR UPON THE RECOMMENDATION OF THE ACADEMIC HEADS

at sa bisa ng kapangyarihang taglay niya ay naggawad nitong
AND BY VIRTUE OF THE AUTHORITY VESTED UPON HIM HAS BESTOWED THIS

DIPLOMA

kay
UPON

Julie Ann F. Mendoza

na ang karapatan sa pagtatapos ng Kurso sa
WHOSE ELIGIBILITY FOR COMPLETING THE REQUIREMENTS OF A COURSE IN

Bachelor of Science Major in Psychology

na itinakda ng Komisyon ng Lalong Mataas na Edukasyon ay pinagtibay ng Patnugot ng Rehiyon IV
AS PRESCRIBED BY THE COMMISSION ON HIGHER EDUCATION HAS BEEN APPROVED BY THE DIRECTOR OF REGION IV

Bilang Katunayan ng taglay nito ang aming lagda at tatak ng Colegio de San Juan de Letran
IN TESTIMONY WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF COLEGIO DE SAN JUAN DE LETRAN

Inilagda sa Calamba, Laguna, Pilipinas, ngayong ika 5 ng Dalawang Libo ng Abril
DATED AT CALAMBA, LAGUNA, PHILIPPINES, THE 5TH DAY APRIL OF TWO THOUSAND

Prof. Sabino S. Sabago
Dekano
Dean

Rev. Fr. Teresito M. Campillo Jr. O.P.
Rektor
Rector

Rev. Fr. Gerard Francisco J. Timoner III, O.P.
Pangkalahatang - Kalihim
Secretary General

Komisyon ng Lalong Mataas na Edukasyon - Tanging Kautusan (S) Blg. 50-305 201-4-0047 S. 2000
COMMISSION ON HIGHER EDUCATION - SPECIAL ORDER (S) NO. 50-305 201-4-0047 S. 2000

DOMINICAN PROVINCE OF THE PHILIPPINES 1971