



GLECIE C. FLORES

PROFILE

Hi, I am Glecie born in San Narciso Quezon Philippines on Sept 8, 1990. I am 33 years old.

I 'm Young, Energetic, and Well-disciplined and logical person with excellent time management abilities. Motivated to work at own initiative as well as working as part of a team. Strong work ethic, Committed, Well organize, Methodical and thorough in all tasks, with an eye for detail and accuracy and willing to learn new things. You will find more detailed information about my work experience in the resume enclosed with this letter.

CONTACT

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HOBBIES

- Cooking baking
- Cleaning
- Dancing
- Singing
- Community Service
- Art Collecting
- Reading

EDUCATION

Technical Education And Skills Development Authority (TESDA) 2024

Caregiving (ELDERLY)
Finished Caregiving for Elderly with Certificate

San Roque National Highschool

2003 – 2007
Secondary School
Studied English, Algebra, Doing Thesis

Mercedez Central School

1997 – 2003 Primary School
Studied From Grade 1 to Grade 6
Basic English, Basic Mathematics
Honor Student

WORK EXPERIENCE

KINPO ELECTRONIC PHILIPPINE'S INC. [Production Operator]

December 2019 – February 2023
Set up, monitor, and maintain machines and equipment used in production lines. Feed raw materials into machines, operate machines, make minor repairs, replace parts, and test finished materials for compliance.

PHILCANGO MANPOWER AGENCY [Caregiver]

February 2016 – February 2019
Assists individuals with daily tasks and activities so that their patients can live more independent lives. Have good organizational skills. To help and to keep track of care plans.

EI MIRADOR RESORT & HOTEL [Housekeeping]

February 2013 – September 2015
Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing. Ensure all rooms are cared for and inspected according to standards

SKILLS

- Communication
- Ability to Work Under Pressure
- Decision Making
- Time Management
- Graphic Design
- Bookkeeping
- Basic Accounting
- Basic CPR