

# Arnelyn Austria

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Batangas, Philippines

## PROFESSIONAL SUMMARY

Focused individual with a broad range of skills acquired from variety of different jobs, interests, and hobbies who will adapt to any situation presented and is highly committed to succeeding in any given environment. I'm looking for a position where I have the chance to grow and excel while giving my best to an employer. I also love to learn and am always up for a challenge no matter what the circumstance.

## WORK EXPERIENCES

### Caregiver

January 2022 – Present

TLG Homecare Services

North Fairview Park Subd. Quezon City

### Job Description

#### Personal Care:

Proficient in assisting with daily living activities, including bathing, grooming, dressing, toileting, and mobility support. Skilled in monitoring health conditions, medication management, and accompanying clients to medical appointments. Capable of maintaining accurate health records and reporting any changes in the individual's condition.

#### Meal Preparation:

Experienced in meal planning and preparation according to dietary needs and assisting with feeding, Adept at performing light housekeeping duties to maintain a safe and comfortable living environment.

#### Bed Making:

Sanitizing the bed of the resident. Changing the linens of the bed. (bottom sheet, draw sheet, mackintosh, top sheet and the pillowcase to make sure the cleanliness of the resident's bed.

#### Companionship:

Dedicated to providing emotional support, companionship, and engaging in conversation to alleviate feelings of loneliness or stress. Profound understanding of the importance of forming trusting and compassionate relationships with clients. Communication As private caregiver, I personalized and dedicated my attention to the individual's comfort, happiness, and safety creates an environment where they feel secure, content, and cared for within their home

**Private Caregiver**  
Batangas City

**February 2017 – March 2021**

**Airline Ground Attendant/ Lounge Attendant**  
Air Swift Airlines  
NAIA Terminal 4, Pasay City

**Feb. 26, 2016 – Sept. 2016**

**Service Coord /Front Desk**  
Technolux Equipment and Supply Corp.  
La Paz, Makati City

**Apr. 21, 2014 – Mar. 4, 2016**

**Rental Sales Agent/ Front Desk**  
Avis Rent a Car  
NAIA Terminal 1, Pasay City

**Apr. 15, 2012 – Dec. 31, 2013**

## **EDUCATION**

### **Diploma in Caregiving**

EJ Training and Assessment Center  
Caloocan Quezon City  
July 2023- Dec. 2023

### **Bachelor of Commerce**

Major in Buss. Management  
Batangas State University  
Batangas, Philippines  
2007- 2011

## **CERTIFICATES**

- Caregiving Skills - Understanding Dementia with Alison Transcript
- Basic Nursing Skills Certificate in Nursing Assistant
- Certificate in Basic Life Support with AED Use
- Diploma in Caregiving

### **CERTIFICATES OF COMPLETION TESDA**

- Introduction to Caregiving Participating in the Implementation and Monitoring of Client's Care Plan
- Performing Caring Skills
- Performing Specialty Care Procedures
- Developing the Ability to Recognize Aging Process
- TESDA National Certificate II in Caregiving (Elderly)

**Training**

Nursing Assistant/ Nurse Aide

Jabez Medical Center

Nasugbu Batangas

**Character References**

- Available upon request