

GENEVA CANENE

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Objective:

To obtain a caregiver position that will allow me to use my compassionate nature and caregiving skills to provide quality care to those in need.

Summary:

Dedicated and compassionate caregiver with over six (6) years of experience providing exceptional care to individuals with various needs. Skilled in providing daily living assistance, emotional support, and companionship to ensure a better quality of life for clients.

Key Skills:

- Experience in providing personal care and assistance to patients
- Knowledge of medical terminology and procedures
- Excellent communication skills, both verbal and written
- Ability to work well as part of a team and under pressure
- Strong attention to detail and ability to follow instructions
- Ability to maintain patient confidentiality and dignity
- Proficient in using medical equipment and technology

WORK EXPERIENCE:

Receptionist/Nurse Aide

Advance Health Cooperative Services, Philippines 6000, June 2023 – August 2023

- Deliver effective customer service and administrative support in diagnostic unit.
- Respond to phone calls, manage insurance per-certifications, and schedule diagnostic appointments.
- Taking vital signs of patients such as blood pressure and temperature
- Prepares equipment needed for ECG and perform.
- Proficient in using variety of office software, such as electronic medical records.

Unit Ward Clerk

Cebu North General Hospital, Philippines 6000, June 2019 – June 2023

- Receives and transmits telephone communications and delivers accurate messages to and from other departments
- Maintaining patient records with total confidentiality and care
- Handling all unit finances including petty cash and patient billing
- Coordinating all unit activities, both inpatient and outpatient
- Assisting with patient admissions and discharge procedures
- Performs final checking of arrangement and completeness of chart and fills up all incomplete headings in all forms prior to collecting of charts.
- Filing, faxing and photocopying documents as needed
- Keeping the unit running smoothly by communicating with other staff members
- Ensuring all the equipment is properly sterilized and operational

Health Care Assistant

Cebu North General Hospital, Philippines 6000, July 2017 – June 2019

- Provide personal care and assistance to patients with various medical conditions
- Assist patients with daily living activities, including dressing, bathing, and grooming
- Monitor patient's vital signs, such as blood pressure and temperature, and report any changes to healthcare professionals
- Help patients with mobility, including transferring, positioning, and walking
- Administer medications as prescribed by healthcare professionals
- Maintain patient records and report any changes in the patient's condition to the healthcare team
- Communicate with patients and their families to provide emotional support and information on care plans

Site Secretary

Wiz Winner Construction Inc, Philippines 6000, June 2015 – December 2015

- Greet people coming into offices and other establishments, direct them to appropriate contacts of services, provide general information
- Schedule appointments, using manual and computerized systems
- Records bookings, handle card checks, receive payment, issue receipt
- Preparing and disseminating correspondence, memos and forms
- Support and facilitate the completion of regular reports
- Check frequently the levels of office supplies
- Make a canvas for materials
- Weekly report of personnel data time record

EDUCATION:

Fil-Canadian Training & Development Center for Caregivers, Philippines 6000

Caregiver

2023 – 2024

Asian College of Technology Cebu, Philippines 6000

Bachelor of Science Information Technology

2012 – 2015

Cebu Doctors' University, Philippines 6000

Bachelor of Science in Pharmacy

2011 – 2012

TRAININGS & CERTIFICATES:

National Certificate II in Caregiving

Technical Education and Skills Development Authority

Certificate no. 24072202018273

May 7, 2024 - May 6, 2029

Good Clinical Practice

NIDA Clinical Trials Network

August 4, 2022 to August 4, 2025

Child Care SpEd Learning Center for Disabilities

Sisters of Sacred Hearts of Jesus and Mary

April 24, 2024 – May 16, 2024

Elderly Care

Fehan TLC Home (Assisted Living)

April 8 – 18, 2024

First Aid & Basic Life Support Training

Fil-Canadian Training & Development Center for Caregivers

November 28, 2023 to January 12, 2024

Sign Language

Fil-Canadian Training & Development Center for Caregivers

September 21 – 27, 2023

End-Users' Training on the Enhanced Treatment and Rehabilitation Admission Information System (TRAIS)

Dangerous Drugs Board

May 24 – 25, 2021

2021 Online Research Forum Series on Drug Abuse Prevention and Control

Dangerous Drugs Board

April 16, 2021

Medical Mission

Brgy. Agsungot Sports Complex, Cebu City

March 7, 2020

Drug Addiction & Rehabilitation in the Philippines

Cebu North General Hospital

March 8, 2019