

PART I: PERSONAL INFORMATION

Name: Catherine Ghee R. Dela Cruz

Age: 26

Date of Birth: February 21, 2000

Nationality: Filipino

Civil Status: Single

Height: 151cm

Weight: 49kg

Languages Spoken: English, Filipino

Whatsapp Number: +63 9682579786

Email Address: rojascatherineghee@gmail.com



PART II: WORK EXPERIENCE

May 10, 2025 - Present - Caregiver - Homebased

Private Residence / Philippines (**Patient name:** Emelyn Bello, 69 years old, ischemic stroke)

Job Details:

- Assisted elderly patients with daily living activities such as bathing, dressing, grooming, toileting.
- Provided care for a stroke patient, including mobility support and guiding simple home exercises
- Monitored vital signs and reported any changes in condition
- Administered medications as prescribed
- Prepared meals according to dietary needs
- Maintained cleanliness and safety of the patient's environment
- Provided emotional support and companionship
- Updated family members regarding patient's daily condition

March 15, 2023 - October 10, 2023 - Human Resources Assistant - HR Department

Scheirman Construction Consolidated Inc. Philippines

Job Details:

- Supported recruitment processes including resume screening and interview coordination.
 - Assisted with onboarding, staff orientations, and coordination with safety officers.
 - Maintained confidential employee records and HR databases in compliance with company policies.
 - Responded to staff inquiries and addressed concerns in a professional manner.
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PART III: EDUCATION

Bachelor of Science in Community Development
Western Mindanao State University / Philippines
June 06 2018 - April 20 2022

PART IV: CERTIFICATION

- Caregiving NC II – TESDA **(2025)**
 - IELTS in General Training - IDP **(2025)**
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PART V: SKILLS

- Personal Care & Elderly Support
- Vital Signs Monitoring
- Patient Mobility & Transfer Assistance
- Meal Preparation & Feeding Assistance
- Time Management & Organization
- Communication & Interpersonal Skills
- Basic Computer Skills (MS Word, Excel)