



CAREER OBJECTIVE:

Experienced caregiver from the Philippines with Caregiving NC II certificate, seeking an entry-level caregiver position to apply my knowledge of elderly and child care, first aid, and daily living assistance, and provide exceptional care, companionship, empathetic and patient-focused support.

CONTACT

PHONE:

+63 9668901227

EMAIL:

minervaballesteros60@yahoo.com

PERSONAL INFORMATION

Gender: Female
Age: 27 Years Old
Birthday: November 30, 1997
Birth Place: Bacolod City, Philippines
Address: Brgy. Granada, Bacolod City Neg. Occ.
Religion: Missionary Baptist
Civil Status: Single
Height: 5'1"
Weight: 50kg
Language: Tagalog
Spoken: English, Basic 1 French

ACHIEVEMENTS

Tesda Caregiving NCII Passer
September 2023

Certificate of Completion
First Aid Assimilation Training
May 2023

MINERVA B. BALLESTEROS

EDUCATION

TERTIARY

CARLOS HILADO MEMORIAL STATE COLLEGE
Bachelor of Science in Hospitality Management
2015-2019

SECONDARY

EMILANO LIZARES NATIONAL HIGH SCHOOL
2010 - 2014

PRIMARY

ASUNCION L. LIZARES ELEMENTARY SCHOOL
2004 – 2010

WORK EXPERIENCE

IQOR

Two San Parq, 11F, 12F & 14F, San Antonio Park Square, Lacson St, Bacolod, 6100 Negros Occidental, Philippines
Customer Service Representative (Seasonal Account)
April 2018 – May 2018

PJL GROUP OF COMPANIES

San Lorenzo Ruiz Bldg. Lopez Jaena St. Brgy. 31, Bacolod City, Negros Occidental, Philippines
Executive Assistant
March 2019 – February 2024

PRIVATE CAREGIVER (Residential)

Bacolod City, Negros Occidental, Philippines
March 2024 to April 2025

CHARACTER REFERENCE

GRACE P. SELERIO

HRD - PJL Group of Companies
Contact Number: +63 9632828799

MA. RELIA ANN O MAGALONGA

Former Private Employer
Contact Number: +63 9174252448