

**MILDRED JOY B. VILLANUEVA**

**Address: Al Satwa, Dubai, UAE**

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**OBJECTIVES:** To become an effective employee through my knowledge and developed skills. Also seek more experience for further learning, career growth and development, and attained stability.

**WORK EXPERIENCE:**

**2019 - Present**

**Nanny/Housemaid**

**Dima Sharaffdeen**

Bliss Street, Beirut Lebanon

**DUTIES AND RESPONSIBILITIES;**

- Household chores including cleaning, washing, laundry and ironing
- Taking Care of children including feeding, bathing, dressing and playing with the kids
- Cooking and preparation of children's meal and snack
- Responsible for keeping the kid's areas neat and tidy
- Providing attentive and high quality child care provide a safe, caring, nurturing and stimulating environment in which the children thrive and develop
- Providing attentive, high quality child care

**2011 - 2015**

**Assistant Branch Manager**

**Michel Lhuillier Financial Services**

Dagupan, Pangasinan, Philippines

**DUTIES AND RESPONSIBILITIES;**

- Vault Custodian
- Appraiser

- Teller

**2008 - 2010**

**Administrative Aide**

**San Fabian local Government Unit**

San Fabian, Pangasinan, Philippines

**DUTIES AND RESPONSIBILITIES;**

- Encoding
- Sorting and Filing Documents
- Preparing Payrolls for Emergency Workers

**QUALIFICATION and SKILLS:**

- Time management skills
- Follows schedule well
- Attention to details
- Ability to multitask
- Motivated and Flexible
- Honest, trustworthy and organize
- Hardworking and dedicated
- Capable of working independently or as part of a team.
- Ability to learn fast.
- Adaptable in times of change, able to adjust quickly and confidently.

**COMMUNICATIONS:**

Proficient in Microsoft Word , Excel , Powerpoint

Computer Literate

**EDUCATIONAL BACKGROUND:**

**Tertiary**

**Don Mariano Marcos Memorial State University**

Agoo, La Union Philippines

Bachelor of Science in Psychology

20004 - 2008

**Secondary**

**San Fabian National High School**

Nibaliw East San Fabian, Pangasinan Philippines

2000 - 2004

**Primary**

**East Central Elementary School**

Poblacion San Fabian, Pangasinan Philippines

1994 - 2000

**Personal Informations:**

<b>Nationality:</b>	Filipino
<b>Date of Birth:</b>	September 16, 1987
<b>Place of Birth:</b>	San Fabian, Pangasinan, Philippines
<b>Sex:</b>	Female
<b>Age:</b>	36 years old
<b>Civil Status:</b>	Married
<b>Height;</b>	5'3
<b>Weight;</b>	63 kls
<b>Language spoken:</b>	English, Tagalog, Pangasinan
<b>Religion:</b>	Roman Catholic

I hereby certify that the above information stated in this document is true and correct to the best of my knowledge and belief.

**MILDRED JOY B. VILLANUEVA**

**Applicant**