CECILIA M. PANGAN

21 Hubilla St., Pinaglabanan Ext., Bryg Isabelita San Juan City

+639560378401/+63064792943

ceciliapangan14@gmail.com

SKILLS

* Elderly Care
* Performing Laundry and helping with dressing
* Managing Medications.
* Transportation.
* Companionship and emotional support.
* Food shopping and prep.
* Jewerly Appraiser

WORK EXPERIENCE

 SISTER

 JULY 2017-PRESENT

* Responsible to check her in the hospital during before and after operation
* Managing her to apply every session of chemotherapy to Roche.
* Assisting during her chemotherapy before and after session.
* Prepare meal.
* Assist her to check her sugar level and inject insulin if needed.

PERSONAL EXPERIENCE

* Assist the Elderly for his/her meal morning to dinner
* Bath the elderly
* We have a good conversation with them.
* We dance
* Checked Vital Sign morning and afternoon
* Every now and then their needs.

CITYSTATE SAVINGS BANK (CSBANK)

July 2003 to Present

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Appraise and accept jewelry; yellow gold, white gold and with diamond stones bases on the gold acceptance rate issued by Jewelry Loans Department.
2. Determine appraised values of diamonds based on the diamond acceptance rate price provided by Jewelry Loan Department.
3. Process New Loan, renewal, redemption partial payment, reappraisal, pull-out and hold;
4. Compute the total amount to be paid by the client such as interest, documentary stamp, service charge and penalty. Issue an Official receipt for renewal, redemption, partial payment and reappraisal with the approval of Service Head/ officer’s in charge;
5. Prepares Daily Transaction Report and submits to the Branch Officers for signature and approval.
6. Update Jewelry Outstanding Loan/Master list, monthly BSP report, Client profiling and other reports as may deem necessary;
7. Safekeeping of all duplicate promissory note.
8. Endorse all original promissory note to Jewelry Loans Department;
9. Submit Daily Transaction report and/or other reports that maybe deem necessary to BTC and Jewelry Loans Department;
10. Forward all Promissory Notes for signature to Jewelry Loans Department based on the approving authority and limits;
11. Deliver client service standard, including full knowledge of all products and services of the Bank;
12. Performs other duties that may deem necessary and assigned from time to time.

January 2003 to June 2003 **Data Entry Operator**

 Z&M Philippines

 South Superhighway Makati

May 2003 to January 2001 **Dental Assistant**

 Manankil-Ansaldo Dental Clinic

 Crossing Edsa

January 1999 to December 2000 **St. Dominique**

 Data Entry Operator

November 1997 to September 1998 **EDP CLERK**

Warehouse Department

 Homeworks the homecenter

 **Duties and Responsibilities**

* Reports to the Warehouse Team Leader Performs routinary warehousing activities like receiving goods, inspecting, filing

 and stacking, barcoding, packing, lifting boxes and moving them for proper storage and display.

* Check the deliver item base on the PO
* Arranged by categories.

June 1997 to October 1997 **Innodata Philippines**

 Data Entry Operation

EDUCATION

 DE OCAMPO MEMORIAL COLLEGE

 CAREGIVING NCII

 August 2023

 3222 Ramon Magsaysay Blvd., Sta. Mesa, Manila

 System Technology Institute (STI ACADEMIC CENTER)

 Associate Computer Secretary

 June 1997

 Santa Mesa, Manila

 LAKANDULA HIGH SCHOOL

 Gagalangin, Tondo Manila

 1989-1990

 Rizal Elementary School

 1983-1989

 Tayuman, Tondo Manila

ON THE JOB TRAINING

 PHILIPPINE RED CROSS

 STANDARD FIRST AID AND BLS CPR/AED TRAINING

 Manila Chapter

 August 17-20, 2023

 BASIC NURSING SKILLS TRAINING AND ENHANCEMENT PROGRAM

 CONNECTICUT CAREER DEVELOPMENT AND CONSULTANCY

 AND HELPING CARE CONNECTION

 L-3 B-2 DR. J Village, Brgy., Old Sauyo Rd., Quezon City, 1116

GREENBREEZE HOME FOR ELDERLY

ELDERLY MANAGEMENT

 B-10 L-11 Greenbreeze Ave., Greenbreeze Village 1,

 Langkaan II, Dasmarinas City, Cavite 4114

 CONCORDIA CHILDREN’S SERVICES, INC.,

 PRACTICAL KNOWLEDGE AND SKILLS TRAINING

 4443 OLD STA. MESA, MANILA PHILIPPINES 1016

REFERENCE

 GILDA C. ALUNAN

 CLUSTER HEAD/BRANCH MANAGER

 CITYSTATE SAVINGS BANK

 08721-9241

 MICHELLE MABINI

 PRESIDENT

 RCC SJWEST PWD ASSOCIATION

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