



## DIANNE LOSA

CARE GIVER

### OBJECTIVE

*Personal Care Assistant with 3 year's experience in care patients in diverse healthcare settings. Very outgoing, resourceful, and compassionate with skills in companionship and daily living assistance. Reliable and service focused on handling confidential paperwork, creating positive rapport with patients and providing quality patient care.*

### SKILLS:

*Customer Service, Caregiver, Office Assistant, Documentation, Word, Medication Administration, Meal Prep, Transportation.*

### CONTACT DETAILS:

*Al Nahyan, Al Meel St. Abu Dhabi, United Arab Emirates.*

*T Mobile: 056 806 7486*

*E Email: [diannelosa08@gmail.com](mailto:diannelosa08@gmail.com)*

### PERSONAL INFORMATION:

Date of Birth : August 08, 1987

Civil Status : Married

Nationality : Filipino

Language(s) : Tagalog and English

Visa Status : Visit Visa

## WORK EXPERIENCES:

### Family Home Residence

Roxas City, Philippines

Position: Care Giver

Period of Services: March 2019 - February 2022

1. Performs various housekeeping tasks, meal preparation, and companionship activities for clients in their residences.
2. Supervises feeds and dresses clients who, by reason of advanced age, physical disability, or mental deficiency, need supervision.
3. Assists clients with other activities that are related to the clients independent living and which cannot be performed by the clients alone due to health and or age limitations.
4. With initiative when working with clients, as well as a quick response, especially to stressful situations.
5. Very people oriented, attentive to detail, calm under pressure, very confident, work very well with fellow team members, clients, and families.
6. Calm and patient under the pressure of extreme deadlines and conditions. Stand by assistance for clients with walkers or canes, transfer assistance.
7. Help with getting dressed, help with repositioning in bed or chair, wheelchair assistance, transfer assistance.
8. Bathing and showering assistance, bed baths/sponge baths, grooming, shaving, oral hygiene, incontinence care and companionship activities for clients in their residences.
9. Great initiative when working with clients, as well as a quick response, especially to stressful situations.

### Lifeline International Health Institute

Roxas City, Capiz Philippines

Position: Care Giver

Period of Services: July 2016 – February 2017

- Assist in preparing and serving snacks, clean and kitchen areas after use.
- Managed an in-home day-care with seniors, and sick and with disability Clients.
- Keep record on individual, including daily observations and information about activities meals served, and medications administered.
- Massage patients or apply preparations or treatments, such as liniment, alcohol rubs, or heat-lamp stimulation.
- Administer prescribed oral medications, under the written direction of physician or as directed by home care nurse or aide, and ensure patients take their medicine.
- Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.

---

**DIANNE LOSA**

CARE GIVER

- Care for individuals or families during periods of incapacitation, family disruption, or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles.

**Capiz Emmanuel Hospital**

Roxas City, Capiz Philippines

Position: On Job Training Trainee for Caregiving

Period of Services: March 2017

- Help clients or residents with the activities of daily living.
- Perform personal care tasks such as hygiene, ambulation, eating, dressing, toileting, and shaving.
- Take and record vital signs and handling prescribe medications of patients
- Talk with clients; give them companionship while participating in resident activities.
- Prepare nutritious meals and snacks.
- Provide transfers assistance by moving clients in and out of beds, baths, wheelchairs or cars.
- Change bed linens, clean and iron laundry and assist in keeping room, cabinet, and dresser drawers neat and clean.
- Maintain a specialized approach to responsibilities such as uniform, start times and absenteeism.
- Create and maintain a pleasant work environment.
- Help with sanitation and housekeeping tasks of client's room, bathroom, and common areas.
- Perform general household tasks including laundry, shopping, errands, and transportation.
- Implement and support resident-care plans.

**International Mechanical & Electrical Co. LLC**

Abu Dhabi United Arab Emirates

Position: Fleet Officer &amp; Support Admin Secretary

Period of Services: October 2008 - 2015

Working in a fast-paced environment, giving full administrative and secretarial support to Operation Manager and Dept... Involved in maintaining up to date records and organize vehicle legal requirement and servicing.

Duties:

- Support and Assist the Operations Manager in ensuring that all vehicles within the Dept. are legally and policy compliant following advice and guidance from the Traffic Department.
- Provide secretarial assistant direct to Operations Manager, such as preparing letter, filing, organizing document, and entering data in system, fax, and screening all the calls.

## DIANNE LOSA

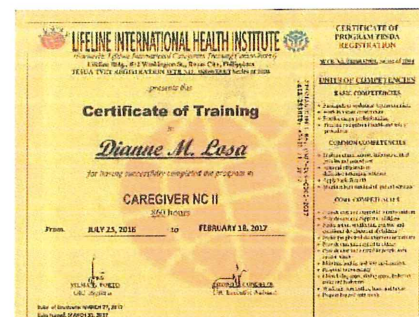
### CARE GIVER

- Ensuring that appropriate vehicle servicing and maintenance requirements are identified and advised to the area or division as required.
- Preparing LPO and Service Requisition for vehicles, equipment and manpower related to Projects.
- Responsible for the preparing quotation and purchase order using Citrix & JDE system. Compare prices, specification, and delivery dates in order to determine the best price among potential suppliers. Compare suppliers' history bills and purchase order to verify price accuracy.
- Process and prepare LPO. Contact suppliers in order to schedule or expedite deliveries of materials order, missed or late deliveries and other problems. Maintain and keep records of supplier/vendor.

## ACADEMIC QUALIFICATIONS:

Bachelor of Science in Hotel Management  
 Collegio Dela Purisima Concepcion University  
 Roxas City, Philippines  
 Period: 2004-2008

Secondary School, Level - Diploma  
 Philippines, 2000-2004



**Certified Professional Health Care & Caregiver  
 NC II in Health Care Services & NC II Care Giving**  
 Lifeline International Health Institute  
 Roxas City, Philippines  
 Period: February 2017 - February 2022

