

**MARIA LUZ M. CABANELA**

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Al Ain, United Arab Emirates**EDUCATIONAL ATTAINMENT**

Medical Coding	Infinity Studies and Technical Solution Abu Dhabi, United Arab Emirates	2020-present
Caregiving	Filipino Institute Al Ain, United Arab Emirates	December 2019
BS in Education	Camarines Norte State College Daet, Camarines Norte	2000-2004
Secondary School	Vicente L. Basit Mem. HS Awitan Daet Camarines Norte	1996-2000
Elementary	Awitan Elementary School	1991-1996

**WORK EXPERIENCES**

Caregiver/Nanny	Al Khaili Family	November 2012-March 2021
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1. Bath them and give them a good grooming
2. Perform a variety of chores for the patient such as doing laundry, going to store to purchase groceries, and directing proper use of medication
3. Prepare meals for them so they can keep a healthy, balanced diet
4. Play with them to build a harmonious relationship as their caregiver cum nanny

Secondary Teacher	BF Homes School	2007-2012
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1. Thought Technology and Livelihood Education (TLE) first year to fourth year
2. Prepared comprehensive lesson plans based on the updated curriculum from the Commission on Higher Education (CHED)
3. Fostered a positive learning environment by incorporating team building activities and positive reinforcement techniques

Pre- school Teacher

DayCare Center

2005-2007

1. Planning activities based on a child's interest
2. Teaching children through structured play
3. Developing a child's curiosity and knowledge
4. Abiding by all local regulations as well as safety protocols
5. Tidying up the classroom at the end of a lesson
6. Building relationships with parents
7. Cleaning toys and class equipment
8. Participating in school events
9. Completing all required paper works
10. Maintaining pupil attendance records

Sales Secretary

PhilBev Philippines

2000-2005

1. Writing up accurate and grammatically correct sales correspondence for customers
2. Making a significantly high number of daily outbound calls to prospective clients.
3. Ensuring that all inquiries are dealt with accurately,timely and professionally.
4. Tracking sales orders to ensure that they are scheduled and sent out on time.
5. Building professional and productive relationships with other work colleagues.

## **TRAININGS AND SEMINARS**

HeartSaver CPR AED (Basic Life Support)  
Aamer Home Health Care Center LLC  
December 2019

Moving Forward with Backward Design (UBD)  
Las Pinas City  
November 2010

School Based Echo Seminar Workshop on Test Construction  
Awitan ,Daet, Camarines Norte  
February 2004

## **CHARACTER REFERENCES**

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OFW

