RESUME   Josalyn Espanola

Personal Information:
Summerland, B.C. Canada
Phone: 1-250-274-5170
Email: josaespanola@gmail.com

Education:
Registered Care Aide Certificate (Okanagan College - Penticton, British Columbia, Canada)
Registration Number: 140284
Medication Administration Assistance Certificate (Sprott Shaw College – Penticton, British Columbia, Canada)
First Aid and CPR Certificate
FoodSafe Level 1
I.T. Diploma (Advance Central College - San Jose, Philippines)

Employment History:

Summerland Seniors Village – Long Term Care/Assisted Living   **2022 – Present**
Summerland, BC, Canada
- Registered Care Aide – Duties include:
    - Providing holistic personal care to residents, ensuring that the residents' activities of daily living (ADL) needs are met as per policy and procedures.
    - Reporting to Team Leader any physical and behavioural changes of residents.
    - Assisting with the admission, transfer and discharge of residents.
    - Encouraging and assisting residents to participate in social, physical, spiritual and recreational activities.
    - Assisting with medication.

Summerland Seniors Village – Support Services   **2020 – 2022**
Summerland, BC, Canada

- Dietary Aide, Server, Housekeeping, Laundry

Dufferin Care Centre - Support Services   **2019 – 2020**
Coquitlam, BC, Canada

- Dietary Aide, Housekeeping, Laundry
- Relief Cook

Home Maker   **2016 – 2019**
Philippines

- Cooking, Cleaning, Childcare, Laundry. All household duties.

Teleperformance – Call Center Agent   **2015**
Philippines

- Answering incoming calls.
- Placing customer hotel reservations in the computer system.
- Managing and resolving customer complaints.

Persia Grill – Office Assistant   **2014**
Philippines

- Inventory counting, stocking, organizing inventory, and timecard verification. Other miscellaneous office duties.

Home Maker   **2013**
Philippines

- Cooking, Cleaning, Childcare, Laundry. All household duties.

Jollibee - Cashier   **2012**
Philippines

- Greeting customers.
- Taking and filling customer orders.
- Assisting in food preparation.

References available upon request