



Marian C. Garcia

Unit 2/56 Showground Road Gosford

NSW 2250

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Email: garciamarian2021@outlook.com

Objectives:

Pursuing any opportunities in your company that my skills suits, to allow me to build a job experience in Individual Support Ageing that will help me work independently and professionally in any aspect that will enhance my knowledge and skills.

Summary Qualifications:

Motivated and passionate in whatever I choose to do. Strong Interpersonal and communication skills and know how to handle and deal with different people and circumstances. Equally effective working independently and in cooperation with others.

EDUCATIONAL BACKGROUND:

September 2022 – present

Certificate III in Individual Support (Ageing)
Health Courses Australia

2011 - 2016

MASTER IN LIBRARY INFORMATION SCIENCE (*Finished Comprehensive Examination*)
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Sta.Mesa. Manila, Philippines

2005-2006

Certificate of Caregiver NC II
MEDHOME Health Care Training Programs, Inc.
Aurora Cubao, Quezon City

1997 - 2001

BACHELOR OF EDUCATION major in LIBRARY SCIENCE
UNIVERSITY OF LUZON
Dagupan City, Pangasinan
Philippines

1993 - 1997

HIGH SCHOOL
MANGATAREM NATIONAL HIGH SCHOOL
Mangatarem, Pangasinan
Philippines

ELIGIBILITY

Board for Librarian

License Number : 3115

November 12-13, 2001

WORK EXPERIENCE

Assistant in Nursing

Aurum Aged Care- Erina
Casual – December 2022 – Current

Administration Secretary

Borg Steel & Concrete Detailing Services

Sycamore Building The North Grove
282 Camarin Susano Road, Caloocan

July 2021 – July 2022

PROJEK WOK

Camarin Caloocan City, Philippines

(KITCHEN HAND/COOK) CASUAL

July 2020 – July 2021

Librarian

Bestlink College of the Philippines

Millionaires Villages, Novaliches Q.C.

November 2014 –June 2021

Librarian/Part-time Lecturer

Asian School of Hospitality Arts
Antipolo City, Rizal

January 15, 2011- October 2014

May 2011 – December 2011

Librarian

Center for Culinary Arts
Katipunan Quezon City

Head of Resource Centre

Almacrest International College
Kota Kinabalu, Sabah Malaysia

Feb 2007 –June 2009

Project Records Management

Selcedo Village, Makati, Philippines

June 2006 - December 2006

PLAN International Philippines - ARO Area Regional Office

Librarian / Administrative Position

STI College Sta. Maria
Triple A Poblacion, Sta. Maria, Bulacan

September 2003 - June 2006

TRAINING/ CERTIFICATION

- Dementia Specific Workshop , Intimacy, Sexuality and Dementia
- NDIS Worker Orientation Module completion of 'Quality, Safety and You'
- Manual Handling in house training – Aurum Aged Care -Erina

SKILLS AND KNOWLEDGE

General Skills Possess seven years experience in Library Management and Cataloging.
Experienced in the implementation of Quality Management System (ISO 9001:2000).
Knowledgeable in the application of ICT to the development & delivery of electronic library services.
Experienced in managing budgets and financial administration.

Microsoft 365 Office
Project management; experienced in the administration and set up of library projects.
Training users in information retrieval skills, successful track record of training users in information literacy

REFERENCE

Evelyn Undang -
Register Nurse – Aurum Aged Care Contact
452-211231

Abigail Bilgera
Assistant in Nursing - Aurum Aged Care
0414244452