

**JEFFRY M. MORALES**

**A. Bonifacio St. Baybay City Leyte**

**Cellphone #. 09353422955**



**37 years old**

**5'5"**

**August 18, 1985**

**Married**

**Filipino**

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**EDUCATION:**

Associate in Computer Technology – Graduated (2016-2017)  
Franciscan College of the Immaculate Conception  
Baybay City, Leyte

UHA Caregiver Training Corporation – Graduated (2013-2014)  
Ormoc City, Leyte

Nursing Aide (2002-2004)  
Franciscan College of the Immaculate Conception  
Baybay City, Leyte

Leyte National High School – Graduated (1998-2002)  
Tacloban City, Leyte

V&G Dela Cruz Memorial Elementary School (1992-1998)  
Tacloban City, Leyte

**TRAINING EXPERIENCE:**

**Hayag Charitable Association – Hayag Receiving and Child Caring Home Inc.**

**Ormoc City, Leyte (Feb. 8 to 11, 2014)**

- Provide Care and Support to Infant and Toodlers
- Provide Care and Support to Children
- Foster Social, Intellectual Creative and Emotional Development of Children
- Foster the Physical Development of Children

**Ramon Durano Foundation Inc.**  
**Home for the Aged**  
**Guinsay, Danao City (January 21 to 24, 2014)**

- Provide and Support to Elderly People
- Maintaining a Healthy and Safe Environment
- Wash and Iron Clothes, Linens and Fabrics

**Physical Medicine and Rehabilitation Department**  
**Ospa – Farmers Medical Center**  
**Ormoc City, Leyte**  
**(February 23 to 27, 2014)**

- Provide Care & Support People with Special Needs
- Establish Professionalism at the work place

**The Philippine Red Cross**  
**Ormoc City, Leyte**  
**(February 24 to 28, 2014)**

- Standard First Aid and CPR with AED Training
- Respond Emergencies
- Effective Communication

**Skills:**

- Well versed and knowledgeable in caregiving (infant, Toddlers, Children, Elderly People with special needs).
- Knowledgeable and able to read and follow prescribe medication
- My skills includes MS Office Application such as MS Excel and Word Office and Administrative works

**QUALIFICATION:**

- High Level of Initiative, determination and dare to accept challenges to obtain highest degree of performance
- Matured and able to work independently
- Suitable in any field of work with minimal supervision
- Trustworthy
- Good in Communication

**WORK EXPERIENCE:**

**Grace & Goss Healthcare Management Services**  
**As Compliance Specialist**  
**Quezon City, Philippines**  
**(October 2017- Jan. 2023)**

- Send Emails to Clients
- Scheduled Meeting to Clients
- Sort and Labeling Medical Files
- Complies Applicant Files
- Back office Task
- Call Clients
- Credentialist

**Personal Caregiver 2007-2012**

(89 year old Bedridden, Paralytic Elderly with Multiple Bypass Operation)

- Extensive Monitoring of Vital Sign, Blood Pressure, Medication and other Instruction from the doctors.
- Required amount of meal of the patient.
- Maintain Cleanliness and Tidiness of the patient.
- Monitor Blood Test, and monthly check up.

**REFERENCES:**

**Mario L. Cellona  
Barangay Captain  
Zone 1 Baybay City, Leyte**

**Thaddeus Dufelmeier  
CEO  
Grace and Goss Healthcare Management Services  
☎ (02) 7756 0589**

**Myra Luchie Capangpangan- Loreto  
Chief Medical Technologist  
SLIMM Clinic and Laboratory  
Baybay City, Leyte  
☎ 09612406695**