



Saccheto Maricel Rezano

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Nationality: Filipino

PROFESSIONAL SUMMARY

I am a responsible, adaptable professional with extensive experience in caregiving and factory work. I have supported both elderly care and production lines, and I am currently seeking long-term, stable employment where I can contribute effectively.

In addition to my caregiving and inspection experience, I possess strong digital literacy including Canva, Google Docs, and Excel. I also have experience as a Social Media Marketing (SMM) Virtual Assistant—handling content creation, basic design, and scheduling posts. I have created my own simple portfolio website to showcase my work.

SKILLS & STRENGTHS

- Fluent in Filipino; conversational in English and Japanese
- Social Media Marketing Virtual Assistant experience (Facebook, Instagram)
- Canva, Google Docs, Excel – basic proficiency
- Basic web design (HTML/CSS, Canva for simple layouts)
- Experience in caregiving and manufacturing
- Strong teamwork and responsibility
- Created a simple personal portfolio site

WORK EXPERIENCE

◆ Vihara Hana-no-Sato Hospital – Caregiver Staff

Aug 2021 – Present

- Assisted with bathing and daily living activities

◆ Seijin Kai – Caregiving Assistant

Sep 2020 – Jun 2021

- Assisted with daily care and health monitoring
- Report preparation and recordkeeping

◆ Niitech Co., Ltd – Machine Operator

Oct 2019 – Jul 2020

- Operated factory machinery and maintained production lines
- Conducted quality and safety inspections
- Followed company safety procedures

◆ Ryobi Misaki Co., Ltd – Factory Staff

Nov 2017 – Mar 2019

- Performed inspection and quality check tasks

◆ Sanki – Machine Operator

Feb 2015 – Oct 2016

CAREER OBJECTIVE

With my experience in caregiving and factory work, I hope to contribute in a collaborative, respectful work environment. I enjoy interacting with people and wish to work in a safe and supportive workplace long-term.

EDUCATION

- Balete Natonal High School (Philippines), Graduated July 1999
- Malabanan Elementary School (Philippines), Graduated July 1993

EMPLOYMENT PREFERENCES

- Desired Type: Full-time or Contract Employee
- Desired Roles: Caregiving, Inspection Staff, Manufacturing Support

CERTIFICATES & LICENSES

General Virtual Assistance Training (ProVA Philippines)
– Participated in live webinar training on February 8, 2025
– Conducted by ProVA PH, focused on freelancing and VA skills

Standard Driver's License (Class 2)

– Acquired November 2022

