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**Odessa Panotes Chavez**

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EMAIL ADDRESS: [ivandave143@yahoo.com](mailto:ivandave143@yahoo.com) /  
odessachavez305@gmail.com**PERSONAL INFORMATION**

Age	:	47 Years Old
Gender	:	Female
Birthdate	:	February 19, 1976
Place of Birth	:	Lipa City, Batangas
Civil Status	:	Married
Nationality	:	Filipino
Language	:	Tagalog / English / Basic Nihongo
Religion	:	Catholic

**EDUCATIONAL BACKGROUND**

Tertiary	:	Bachelor of Science in Pharmacy Centro Escolar University Mendiola, Manila June 1993 - March 1997
Secondary	:	Canossa Academy San Carlos, Lipa City June 1989 - March 1993
Elementary	:	Canossa Academy San Carlos, Lipa City June 1983 - March 1989

**TRAININGS AND SEMINAR ATTENDED**

Name of School or Training Center & Culinary Arts	:	Magsaysay Center for Hospitality
Name of the course	:	Japanese Language, Japanese
Housekeeping	:	Japanese Cooking Training
Duration Attended	:	November 06, 2017 - December 29, 2017
Name of School or Training Center Management	:	UNO Caregiver and Domestic Training Center, Inc.
Name of the course	:	Domestic Work NC II
Validity of Certificate	:	August 11, 2017 to August 10, 2022
Name of School or Training Center Management	:	UNO Caregiver and Domestic Training Center, Inc.
Name of the course	:	Housekeeping NC II

<b>Validity of Certificate</b>	:	March 27, 2015 to March 27, 2020
<b>Name of School or Training Center Management</b>	:	<b>UNO Caregiver and Domestic Training Center, Inc.</b>
<b>Name of the course</b>	:	Household Services NC II
<b>Validity of Certificate</b>	:	February 24, 2015 to February 24, 2020
<b>Name of School or Training Center Association (PPhA)</b>	:	<b>Philippine Pharmaceutical</b>
<b>Name of the course</b>	:	2012 PPhA National Convention Best Pharmacy Practices for Quality and Safety
<b>Duration Attended</b>	:	April 26 – 28, 2012
<b>Name of School or Training Center (FDA)</b>	:	<b>Food and Drug Administration</b>
<b>Name of the course</b>	:	Seminar on the Implementation of Order No. 56 series 1989 entitled Licensing of Drug Establishments/Outlets conducted by Regulation Division II
<b>Duration Attended</b>	:	March 08, 2012
<b>Name of School or Training Center Association (PPhA)</b>	:	<b>Philippine Pharmaceutical</b>
<b>Name of the course</b>	:	2012 Nationwide Continuing Education Seminar Best Pharmacy Practices for Quality and Safety
<b>Duration Attended</b>	:	February 05, 2012
<b>Name of School or Training Center</b>	:	<b>Bureau of Food and Drug (BFAD)</b>
<b>Name of the course</b>	:	GMP Training on Documentation
<b>Duration Attended</b>	:	June 24 – 25, 2008
<b>Name of School or Training Center</b>	:	<b>Bureau of Food and Drug (BFAD)</b>
<b>Name of the course</b>	:	Training on Self Audit on Good Trade and Distribution Practices
<b>Duration Attended</b>	:	May 12 – 13, 2008
<b>Name of School or Training Center</b>	:	<b>Bureau of Food and Drug (BFAD)</b>
<b>Name of the course</b>	:	Implementation of Administrative Order No. 56 Series 1989 Licensing of Drug Establishments / Outlets conducted by Regulation Division II
<b>Duration Attended</b>	:	June 06, 2007
<b>Name of School or Training Center</b>	:	<b>Bureau of Food and Drug (BFAD)</b>
<b>Name of the course</b>	:	Implementation of Administrative Order No. 56 Series 1989 Licensing of Drug Establishments / Outlets conducted by Regulation Division I
<b>Duration Attended</b>	:	December 12, 2006

<b>Name of School or Training Center</b>	:	<b>Lonika's Home</b>
<b>Name of the course</b>	:	Medication Administration
<b>Duration Attended</b>	:	December 08, 2003 to December 10, 2003
<b>Name of School or Training Center</b>	:	<b>University of the Philippines</b>
<b>Name of the course</b>	:	Continuing Professional Education Seminar
<b>Duration Attended</b>	:	December 07, 1999
<b>Name of School or Training Center</b>	:	<b>Philippine Womens University</b>
<b>Name of the course</b>	:	9 <sup>th</sup> Scientific Seminar
<b>Duration Attended</b>	:	November 13, 1999
<b>Name of School or Training Center</b>	:	<b>Adamson University</b>
<b>Name of the course</b>	:	Continuing Professional Education Seminar
<b>Duration Attended</b>	:	November 12, 1999
<b>Name of School or Training Center</b>	:	<b>Department of Health (DOH)</b>
<b>Name of the course</b>	:	Updating Pharmacy Knowledge and Upgrading Competences
<b>Duration Attended</b>	:	November 06, 1999
<b>Name of School or Training Center</b>	:	<b>Adamson University</b>
<b>Name of the course</b>	:	The Pharmacist' Role in the Upliftment of Health Program and New Drug Products Available in the Market
<b>Duration Attended</b>	:	October 27, 1999
<b>Name of School or Training Center</b>	:	<b>Centro Escolar University</b>
<b>Name of the course</b>	:	The Pharmacist as a Responsible Health Care Provider
<b>Duration Attended</b>	:	October 23, 1999
<b>Name of School or Training Center</b>	:	<b>Centro Escolar University</b>
<b>Name of the course</b>	:	Coping with the Changes to Improve Health Care
<b>Duration Attended</b>	:	October 24, 1998
<b>Name of School or Training Center</b>	:	<b>Centro Escolar University</b>
<b>Name of the course</b>	:	New Horizon in Pharmacy
<b>Duration Attended</b>	:	October 11, 1997

## **WORK EXPERIENCES**

<b>COMPANY NAME</b>	:	Nichiigakkan Co., LTD. (Sunny Health Kobe)
<b>Address</b>	:	2-8-10, Shibata Kita-ku, Osaka-shi, Osaka Japan
<b>Job Position</b>	:	Housekeeper
<b>Duration</b>	:	December 07, 2018 – December 07, 2021
<b>Job Description</b>		
		<ul style="list-style-type: none"> <li>• Cleans bedrooms, bathrooms, toilet, living room, dining room, and other areas of the house.</li> </ul>

- Sweeps, vacuums, and mops all floor surfaces of the house properly.
- Empty trash bins and segregates trashes.
- Dusts and polishes furniture and clean home appliances and equipment.
- Keep storage areas well-stocked, clean, and tidy.
- Sort clothing and other articles, load washing machines, hanging out, taking in and folding dried clothes and ironing dried items.
- Hang draperies, and dust window blinds.
- Move and arrange furniture, and turn mattresses.
- Wash dishes and clean kitchen, cooking utensils, and silverwares and kitchen appliances.

**COMPANY NAME** : Amr Zuhir Abduljabbar (private)  
**Address** : Riyadh, Saudi Arabia  
**Job Position** : Household Service Worker  
**Work Duration** : July 07, 2015 – July 07, 2017

**Duties and Responsibilities:**

- Cleans bedrooms, toilet, living room, dining room, and other areas of the house.
- Sweeps, vacuums, and mops all floor surfaces of the house properly.
- Empty wastebaskets, empty and cleans ashtrays.
- Care for children by overseeing their activities, providing companionship, and assisting them with dressing, bathing, eating, and other needs.
- Lists groceries and household supplies to keep kitchen stocked.
- Dusts and polishes furnitures and equipments.
- Keeps storage areas well-stocked, clean, and tidy.
- Sorts clothing and other articles, loads washing machines, and iron and folds dried items.
- Hangs draperies, and dusts window blinds.
- Moves and arranges furnitures, and turns mattresses.
- Plans menus, and cooks and serves meals and refreshments following employer's instructions or own methods.
- Washes the dishes and cleans kitchen, cooking utensils, and silverwares and kitchen appliances.

**COMPANY NAME** : Carl's Buko Shake, Fruit Shake, Flavored Shake and Pizza  
**Address** : National Highway, Brgy. Caypombo, Sta. Maria, Bulacan  
**Job Position** : Entrepreneur / Cashier / Crew  
**Work Duration** : January 01, 2013 – January 31, 2015

**Duties and Responsibilities:**

- Opens and closes the store and register along with cleaning the counters and sweeping the floor.
- Oversees the day-to-day operations at food cart.
- Maintains equipments including blenders, stove, oven, ice box and coolers, prep table, cookware and kitchenware.
- Stocks service counter with supplies such as plastic cups, lids, PE plastic bottles, covers, plastic bags, table napkins, drinking straws, plastic straws and condiments.
- Ensures safety standards are maintained while pizza was being cooked and shakes are being made.

- Plans for and purchases coconut meat, fruits, crushed ice, sugar, milk, powder flavor, pizza & supplies for daily operations.
- Greets customers and takes orders, suggesting menu items and add-ons to increase revenue.
- Cooks pizza orders, process the orders and serves or packs orders.
- Receives payment by cash and provides change.
- Calculates total payments received during a time period and reconciles this with total sales.

**COMPANY NAME** : PARL Pharmaceutical Laboratory, Inc.  
**Address** : 171 National Highway, Brgy. Ibabao, Cuenca, Batangas  
**Job Position** : Regulatory Pharmacist / Manufacturing Pharmacist  
**Work Duration** : July 15, 2006 – December 31, 2012

**Duties and Responsibilities:**

- Conducts regular orientation of laboratory personnel in relation to current good manufacturing practice and standard operating procedure.
- Develops information materials concerning the uses, properties and risks of pharmaceutical chemicals and products.
- Collects samples from incoming raw materials and finished products for assaying and retention.
- Performs analytical test of incoming raw materials.
- Assists in weighing of raw materials to be used in compounding.
- Controls the quality of pharmaceutical products during production to ensure that they meet standards of potency, purity, uniformity, stability and safety.
- Evaluates labeling and packaging of pharmaceutical products.
- Monitors daily room temperature in compounding area and finished product area and record it on the monitoring sheet.
- Assists in checking regularly all weighing scales used in weighing of raw materials if they are calibrated appropriately and cleaned properly.
- Checks all the equipments and materials used if they are completely cleaned maintained and placed in right location.
- Checks empty bottles if they are thoroughly cleaned, sterilized, and stored in the storage area with clean tag.
- Documents the entire production procedure and process in accordance with the current good manufacturing practice and records all the data and results.
- Performs self-inspection or in-house inspection of personnel, premises, and personnel facility; storage of starting materials and finished products; equipments; production; quality control; documentation and maintenance of building and equipment in preparation for the inspectors annual audit report.

- Do basic research for the development of new and existing pharmaceutical products.
- Writes documents related to the new or enhanced product.
- Prepares the papers needed for the application for the initial or renewal registration of a specific pharmaceutical product to FDA (Food and Drug Administration).
- Prepares the papers required for the application for the renewal of license to operate as a manufacturing laboratory to FDA and license or permit to repack chemical precursors such as acetone and hydrochloric acid to PDEA (Philippine Drug Enforcement Agency).

**COMPANY NAME** : Petron Gasoline Station  
**Address** : 057 National Highway, Cuenca, Batangas  
**Job Position** : Cashier  
**Work Duration** : January 03, 2006 – July 03, 2006

**Duties and Responsibilities:**

- Counts money in cash drawers at the beginning of shift to ensure that amounts were correct and there was adequate change.
- Processes all payments on purchases, gas and other products, whether cash or credit.
- Checks and balances daily sales report.
- Organizes and improves snack store for easy management.
- Executes inventory and stockings of goods and merchandise inside the store.
- Sells food, groceries, and vehicle related items.
- Collects payments for dispensed gas and tenders change or receipts to customers.
- Cleans and sanitizes shop areas and ensure that no hazardous materials are present in or around the gas station.

**COMPANY NAME** : LRC Homes  
**Address** : Mission Viejo, California  
**Job Position** : Caregiver / Facility Manager  
**Work Duration** : November 29, 2003 – November 30, 2005

**Duties and Responsibilities:**

- Performs personal care task such as hygiene, ambulation, eating, dressing, toileting, shaving and changing diaper.
- Talks with the clients, gives them companionship while participating in resident activities.
- Helps clients with the activities of daily living.
- Prepares nutritious meals and snacks for clients.
- Provides transfer assistance by moving clients in and out of beds, baths, wheelchairs or cars.
- Implements and supports resident care plans.
- Takes and records vital signs and seizures.

- Administers medication according to prescription schedule.
- Performs G-Tube feeding/ medications/flushes to clients.
- Nebulizes clients using nebulizers.
- Suctions clients using suction machine.
- Observes clients behavior and make reports.
- Keeps record of everyday activities and health information regarding each client.
- Creates and maintains a pleasant work environment.
- Performs general household tasks including laundry, shopping, errands and transportation.
- Helps with sanitation and housekeeping tasks of clients room, bathroom and common areas.
- Coordinates, supervises and arranges schedule of activities in the facility, including residents recreational, social and educational activities.
- Requisition for supplies and determines need for maintenance, security, repairs and furnishings.
- Handles office operations including typing, bookkeeping and filling.
- Prepares reports and records daily activities for submission to upper management.
- Updates medical records and arranges for residents' medical/dental appointments.
- Makes regular rounds to ensure that residents and facility are safe and secure.

**COMPANY NAME** : Petron Gasoline Station  
**Address** : 057 National Highway, Cuenca, Batangas  
**Job Position** : Cashier  
**Work Duration** : February 01, 2003 – October 31, 2003

**Duties and Responsibilities:**

- Counts money in cash drawers at the beginning of shift to ensure that amounts were correct and there was adequate change.
- Processes all payments on purchases, gas and other products, whether cash or credit.
- Checks and balances daily sales report.
- Organizes and improves snack store for easy management.
- Executes inventory and stockings of goods and merchandise inside the store.
- Sells food, groceries, and vehicle related items.
- Collects payments for dispensed gas and tenders change or receipts to customers.
- Cleans and sanitizes shop areas and ensure that no hazardous materials are present in or around the gas station.

**COMPANY NAME** : Rosemarie Menichetti (private)  
**Address** : Mission Viejo, California  
**Job Position** : Nanny / Domestic Worker  
**Work Duration** : April 10, 2002 – January 07, 2003

**Duties and Responsibilities:**

- Cares for children by overseeing their activities, providing companionship, and assisting them with dressing, bathing, eating and other needs.
- Changes baby diaper, feeds and puts baby to sleep.
- Prepares feeding bottles and cares for feeding equipment.
- Plays and teaches the kids.
- Cleans bedrooms, restrooms, living room, dining room, and other areas of the house.
- Sweeps, vacuums, and mops all floor surfaces of the house properly.
- Dusts and polishes furnitures and equipments.
- Sorts clothing and other articles, loads washing machines, and irons and folds dried items.
- Cleans glass doors and windows.
- Cooks and serves some meals and refreshments following employers instructions.
- Washes dishes and cleans kitchen, cooking utensils, and silverwares and kitchen appliances.

**COMPANY NAME** : Petron Construction Supply  
**Address** : 057 National Highway, Cuenca, Batangas  
**Job Position** : Cashier  
**Work Duration** : January 15, 2001 – March 31, 2002

**Duties and Responsibilities:**

- Explains product features and benefits by performing demonstrations and answers any questions that consumers may have.
- Assists customers in making decisions regarding suitable purchases based on their specific likes.
- Receives and processess cash, check and charge payments.
- Provides change and receipts.
- Bags or packages purchases.
- Counts money, sorts charge slips and balances monies.
- Maintains sales records.
- Places special orders.
- Arranges and displays merchandise.
- Keeps merchandise area tidy.

**COMPANY NAME** : Pilipinas Kyohritsu Inc. (PKI)  
**Address** : KM. 75 Laurel Highway, Brgy. Inosloban, Lipa City, Batangas  
**Job Position** : Quality Control Middle Inspector  
**Work Duration** : September 15, 2000 – January 06, 2001

**Duties and Responsibilities:**

- Performs 100% random or initial inspection of all processed wires and terminals, generated record as defined in middle inspection procedures, work instruction and manuals of each process in wire preparation.
- Informs concerned person or line in-charge of defects encountered.
- Accomplishes all necessary check sheets/forms related to the defects encountered.
- Observes and keeps countermeasure as per written report or advised by immediate superior.



- Performs 6's and PILSA-PILSA activities.
- Checks the condition of measuring tools used in inspection.

**COMPANY NAME** : James and Jayme Drugstore  
**Address** : National Highway, Cuenca, Batangas  
**Job Position** : Pharmacist  
**Work Duration** : March 01, 1999 – July 31, 2000

**Duties and Responsibilities:**

- Ensures validity or accuracy of prescription.
- Checks dosage and ensures that medicines are correctly and safely supplied and labeled.
- Ensures that different treatments are compatible.
- Dispenses prescription medicines to the public.
- Counsels and advises the public on the treatment of minor ailments.
- Attends to customers' inquiries on technical matters related to drugs such as available generic medicines, dosage, etc.
- Keeps a register of controlled drugs for legal and stock control purposes.
- Sells over the counter medicines.
- Oversees the ordering and safe storage of medical products.
- Prepares periodic report for regulatory agencies for store certification.
- Ensures that up-dated list of generic medicines are available within the store.
- Undertakes regular orientation for the store personnel on products knowledge and customer service.
- Keeps up to date with current pharmacy practice, new drugs and their uses.
- Helps in maintaining cleanliness of workplace.

**COMPANY NAME** : Petron Auto Supply  
**Address** : 057 National Highway, Cuenca, Batangas  
**Job Position** : Cashier  
**Work Duration** : August 04, 1997 – April 17, 1998

**Duties and Responsibilities:**

- Explains product features and benefits by performing demonstrations and answers any questions that consumers may have.
- Assists customers in making decisions regarding suitable purchases based on their specific likes.
- Receives and processess cash, check and charge payments.
- Provides change and receipts.

- Bags or packages purchases.
- Counts money, sorts charge slips and balances monies.
- Maintains sales records.
- Places special orders.
- Arranges and displays merchandise.
- Keeps merchandise area tidy.

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**I hereby certify that the above information is true and correct to the best of my belief, ability and knowledge.**

*Odessa P. Chavez*  
**ODESSA P.  
CHAVEZ**  
Applicant

**3R FULL BODY PICTURE**

**WHITE BACKGROUND**

- ✓ HAIR IN PONYTAIL
- ✓ HAND/S ON SIDE
- ✓ FLOOR SHOULD NOT BE VISIBLE
- ✓ MAKE SURE THAT YOUR PHOTO WILL FIT IN THIS BOX.



*Odessa P. Chavez*  
**ODESSA P. CHAVEZ**  
Applicant