



Evelyn Fushiki

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Lamut, Ifugao, Philippines 3605

Professional Summary

With a proven track record at HongKong Employer, I excelled in enhancing children's cognitive and physical abilities through innovative activities and educational games, showcasing my patience and understanding alongside robust hygiene practices. My expertise also extends to efficient seafreight documentation at ACX Logistics, Inc., ensuring compliance and accuracy in operational activities.

Skills

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| Patience and understanding | Meal Preparation |
| CPR training | Early Childhood Development |
| Cleaning and sanitizing | Motor Skills Development |
| Hygiene and Cleanliness | Social Skills Teaching |
| Activities Planning | Homework help |
| Language skills | Sleep Training Techniques |
| Diaper changing | |

Work History

- 12/2012 - 08/2015
Child Caregiver
HongKong Employer, Hong Kong
- Sanitized dishes, tabletops, toys, and frequently touched surfaces to prevent spreading of germs.
 - Developed fine motor skills with hands-on activities such as arts and crafts or puzzles.
 - Led children in creative, athletic, and educational activities while maintaining safe and orderly group.
 - Introduced children to educational games and activities to boost learning.
 - Worked with children to develop good cognitive, physical and language skills.
 - Read stories, sang songs and facilitated creative play.
 - Prepared healthy foods and beverages for children based on optimal dietary guidelines and individual restrictions.
 - Enforced rules and managed behavior through developmentally appropriate discipline.
 - Applied positive behavior management techniques to enhance social interactions and emotional development.
 - Assisted with homework completion, reinforcing subject matter comprehension and academic success.
 - Prepared healthy meals following dietary guidelines or specific parent instructions while considering individual food preferences or allergies.
- 02/2002 - 12/2012
Seafreight Documentation Officer
ACX Logistics, Inc., Manila
As Seafreight Export Documentation Officer , Does supports the ship agent to coordinate operational activities at the port. I am handling cargo documentation, invoices, packing list, and inward shipments, ensuring that they are accurate, and comply with the relevant customs and immigration procedures.

Education

- 11/2012 **Caregiving, Caregiver, Carenet Healthcare Institite, Inc.,** Makati City
- 10/1993 **Bachelor Of Science In Customs Administration, Tariff And Customs Laws,**
Philippine Maritime Institute, Colleges, Sta.Cruz Manila

Certifications

1. Certificate of Attendance First Aid
2. Certificate of attendance Basic life support
3. NC3. FBS
4. Cartificate of Elementary Japanese

Languages

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| English: | Japanese: |
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| Upper intermediate (B2) | Elementary (A2) |