

CATHRIA MARIE BORKOWSKI

Mobile no: +1 213-835-7852

Email: mariewwe@gmail.com

To be a contributing asset to which ever task I will be assigned to.

Qualifications, Certifications and Experiences

- **Travel Manager** - Worked in an international Travel Agency from April 1998 to 2016
- Dealt with customer service in the Philippines, Singapore, and New Zealand from 1998-2015
- Arranged local and international corporate tours, employee(s) incentive tours, educational tours, sports tours, teachers conferences, youth retreats and youth camps.
- Issue ETA in Singapore thru Galileo/ Sabre system
- Arranged Meetings, Incentives, excursions and events from 2000-2013 in Philippines, Singapore and New Zealand
- Arranging Luxury tours, Sports event, youth camps, school fieldtrips, religious pilgrimages, Cruises, Eurails, Europe, Asia, US Tours, Asia Pacific Tours and Middle East tours, exotic tours, corporate travels, bucket list travels and more.
- Issuing tickets through IATA ticketing, using Galileo, abacus/ Sabre, in Manila, and Singapore (11years experience).
- Basic Italian and Filipino Cooking Class by Chef Mark Bernardino
- * CACS - (Center for Asian Culinary Studies) SUBIC, Clark Pampanga, Philippines- February 10-13, 2010
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CACS - (Center for Asian Culinary Studies) SUBIC, Clark Pampanga February 10-13, 2013
- * **TRAVEL VISA SPECIALIST**
Travisa / CIBT Visa Center Wilshire, California facilitating all types of visa in Manila, Singapore, New Zealand, Europe and United States, such as tourist visa, business visa, artist visa, K1-visa, J1-visa, I-visa, F1-Visa, B1B2 visa, H1B –visa from July 2013 – June 2019
- * **RCFE Administrator / Occasional Caregiving July 2019 to 2021**

= **Administrator**. Ocean Garden 6 bed RCFE in Santa Monica, CA (2 properties. March 2019 to August 21, 2021 .

JOB DESCRIPTION: All administrator work, documentations, inspection preparations, but not limited to...caregiver staffing, interviewing (welcome and exit interview), Training of Staff pertaining to sexual harassment, discrimination,

Employment Equal opportunity, hostile work environment amongst staff, staff scheduling and roasting LIC 500, food marketing/budgeting, resident complete admission packet, LPA annual inspection guidelines, documentation and compliance, Ombudsman compliance, OSHA compliance, MAR monitoring and checking, Medication dispensing, Covid 19 Mitigation plan as per CDSS, 40hours mandatory Direct care staff training for RCFE (for newly hired), Medication training for staff, Monitor direct care staff's work for ADL of residence, resident's family needs and concerns, resident's family gathering when needed; hospice coordination, pharmacy coordination (deliveries and refills), palliative coordination and Home health coordination for resident's when needed. Vast knowledge and understanding (interpretation) of Title 22. Updates yearly or 6month period of record for residents (when there's a change of resident condition) and staff (personnel), incident report, death reports; the reports, new direct care staff association at the licensing, usage of Guardian portal, resident doctor's appointment monitoring, meal budgeting, supplies coordination with vendors, 20 hours for direct care staff CEU), facility handbook revision and discussion with the caregivers/ staff. Vast knoweldge in California Labor Law for Health industry category (industrial relations), resident's daily and weekly activities/entertainment. Emergency and evacuation compliance training with Fire Marshals and as per mandated by CDSS (every 3months); insurance verification of every resident and more duties; deal with Public Health officers pertaining to Covid monitoring, contact tracing and correspondence, dealt with LPA's and Ombudman inspections and visitations.

Caregiving Duties: Assist Elderly residents, cooking, meal preparation, medicatin dispensing, ADL, occasional assistance with wound care, PT, OT visit. Monitoring hospice patients, G-tube residents, oxygen monitoring, help with light housekeeping, laundry, feeding, monitoring Vitals, BM and MAR (medication administration record), and more.

* **VIP TRAVEL MANAGER - Part time (Las Vegas Nevada)**

From January 10, 2022 to present

Duties:

- Arranging VIP/Luxury tours for CEO's, business men and high end clients.
- Booking and making reservations for Client's full itinerary from Flights, to hotels, to dining and activities.
- Checking and confirming travel documentations, reservations and other travel essentials.
- Making pre-travel program for large groups
- Creating travel packages for all ages and group clusters. For Excutives, Employees, religious groups, athletes, couples, seniors, and more.
- Facilitated an event for different season events. Assisting and making

sure the delegates are complete and are confirmed attending the event.
Egress and ingress facilitation.

Other Certification : California State Administrator to present
Medication Training Alzhaimers /
Dementia Trainig Sexual
Harassment training
Labor Law Training
Customer Service Training
(2006)

Gerontology Training LGBTQ
Training

Medical Marijuana usage as
PRN

Food & Beverage for Elderly
training

Postural and transfer training

Infection decease Training

: Travel & Tour Operations and Services

: Tourism Management Institute of
Singapore
Eunos Road, Singapore
August 2005- January -2006

College : Centro Escolar University
Mendiola, Manila, Philippines
***Bachelor of Science Major
In Tourism Hospitality*** 1993-1998 (graduated)

High School : Colegio De Sta. Catalina de Sena
Binan, Laguna, Philippines
1989-1993

U.S Status : Permanent Resident
Command In English : Intermediate
Speaking and writing

- Driving (own Transport)
- Computer Savvy (Spread Sheet, word, excel, power point, drop box, , sabre, galileo, Intuit/ quick books, peach tree.
Cooking (gourmet or large party meal preparation; nutritional meal information for resident's dietary needs.
- Basic Accounting

Interest

- Reading * Traveling * Volunteering * Playing volleyball * Swimming * learning new things

Available upon request

I hereby certify that the information given are true and correct to the best of my knowledge and belief.

Cathria Marie Borkowski