

CHARISA A. GARCIA



CONTACT

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LANGUAGE

English- C1

Filipino – Native language

HOBBY

- Writing
- Net Surfing
- Reading

SKILLS

- | | |
|------------------------------|--|
| • Search Engine Optimization | • Lidar Annotation |
| • Mobile Useability Testing | • Data Entry (MS Word, Excel, Spreadsheet) |
| • Data and Image annotation | • Typing skill: 35-40 wpm |
| | • Web Evaluation |

Objectives

To maximize the best skill learned to achieve career growth in a competitive environment that recognizes organization's success and its members that paves way to the career growth.

Experience

DWTM-899 (April 04, 2006 – July 07, 2010)

Station Secretary/Events Coordinator

I worked in an FM radio station as Events Coordinator and at the same time as the station secretary. My job as an events coordinator was to lead the planning station events. Coordinate with the band and the sponsor. Oversee the events flow and the program and at the same time as the Station Secretary. I also experienced doing board work as a substitute whenever the DJ is late or absent.

Convergys (August 08, 2010 – November 11, 2011)

Customer Service Representative

I was an outbound representative for processing applications.

IELTShelp (January 20, 2012 – December 14, 2019)

IELTS Speaking Trainor

I was an IELTS Speaking trainor for kids and adults in Korea. Training them online for IELTS speaking for adults and kids.

Freelancer (Present)

Web/Ad Evaluator

Education

University of the East Manila (2007)

College Scholar

Bachelor of Arts in Broadcast Communication (1.75)

University of the East Manila (2007)

Certificate of Professional Education (1.25)

Professional Skill Development

Search Engine Optimization

University of California Davis (Cousera)

(May 03, 2020 - May 25, 2020)

Fundamentals of Digital Marketing

Google Digital Garage

(April 26, 2020 - June 10, 2020)

Understanding Technology CS50T

Harvard X (Edx)

(June 08, 2020 - Ongoing)

Machine Learning

Stanford University (Coursera)

(Ongoing)