



PERSONAL PROFILE

Hardworking and passionate Secondary Business Education Teacher focused on creating positive environments in which adolescents can learn and grow. Incorporate interdisciplinary knowledge into classroom to engage students of all learning orientations.

CHARLENE S. BERNAL

HIGH SCHOOL TEACHER

CERTIFICATIONS

- 2016 Bookkeeping National Certificate III
- 2017 Civil Service- Professional Eligible
- 2019 Certified Tax Technician
- 2019 International Certification Level III as Tax Specialist
- 2022 National TVET Trainer Certificate Level I in Bookkeeping National Certificate III

SKILLS

- Excellent written and verbal communication skills
- Highly organized and efficient
- Ability to work independently or as part of a team
- Proven leadership skills and ability to motivate
- MS Office, Gsuite,
- Bookkeeping, Accounting

CONTACT INFORMATION

Porac Botolan, Zambales 2202
charhyll1984@yahoo.com
+639452509947

EDUCATION BACKGROUND

President Ramon Magsaysay State University

Master in Education- Major in Mathematics | January 2022

President Ramon Magsaysay State University

Master in Business Administration | February 2019

Technical Education of Skills

Trainers Methodology I | December 2018

President Ramon Magsaysay State University

Certificate of Professional Education | April 2015

Micro Asia College of Science and Technology

Bachelor of Science in Accountancy | April 2005

TEACHING EXPERIENCE

Senior High School Teacher

(Accountancy, Business and Management Strand)

Department of Education-Division of Zambales

Zambales National High School | May 2017-Current

- Teaches specialized subjects of senior high school students like accounting, business math, finance, marketing, management, economics and applied subjects like research and math subjects like algebra and geometry. Assigned as an Accountancy, Business and Management(ABM) coordinator who leads the group in planning and helps in implementing the guided practice of the school.
- Teaches one or more grades/levels using appropriate and innovative teaching strategies
- Facilitates learning in the secondary schools through functional lesson plan, daily log of activities and appropriate, adequate and updated instructional materials (print and non-print).
- Monitors assessment and evaluates pupil's/student's progress.
- Undertake activities to improve performance indicators
- Maintains updated pupil/student school records.
- Supervises curricular and co-curricular projects and activities.
- Maintains updated student school records.
- Counsels and guides pupils/students.
- Supports activities of governmental and non-governmental organizations
- Maintains daily routine (classroom cleanliness, classroom management , overall physical classroom atmosphere

Senior High School Teacher

(Accountancy, Business and Management Strand)

St. Augustine School | June 2016-May 2017

- Taught eleventh grade specialized subjects like Fundamentals of Accountancy, Business and Management, Organization and Management, Marketing, and Business Finance.