

PASSED  
confirmed

**OBJECTIVE:** A result-oriented individual with diverse experiences in leadership and administrative work is looking for a position where she can employ her organizational skill, good time management and leadership to accomplish tasks with excellence.

## EDUCATION

### TERTIARY:

Bachelor of Secondary Education Major in English  
Tanauan Batangas

### SENIOR HIGH SCHOOL

St. Claire Community foundation Inc  
Brgy. Leviste Laurel Batangas  
SY-2017-2018

Award : With High honor

### SECONDARY

San Teodoro National High School  
San Teodoro, Oriental Mindoro  
SY 2016-2017

### ELEMENTARY

Bigaan elementary school  
Bigaan San Teodoro, Orienta Mindoro  
SY 2011- 2012

Award: With Honors

- 25 y/o
- mon - fri
- referral
- more than has
- the fast salary



SUHA BIGAAN SAN TEODORO ORIENTAL MINDORO

09091996104

charlenesierra6@gmail.com

## WORK HISTORY

### **POSITION: Waitress**

Company Name: Finesse Bar & Restaurant

Address: White Beach Puerto Galera

PROVINCE: Oriental Mindoro

DATE: March 15 28, 2018 to June 28, 2018

### **POSITION: Public Servant/ SK SECRETARY**

BARANGAY: Bigaan

MUNICIPALITY: San Teodoro

PROVINCE: Oriental Mindoro

DATE: February 19, 2018 to 2023

### **POSITION: PRODUCTION OPERATOR**

COMPANY NAME: FPIP Sto.Thomas

ADDRESS: Sto.Thomas Batangas

DATE OF EMPLOYMENT: 2021-2022

### **POSITION: CASHIER**

Company Name: 7/11

Address: Poblacion, Puerto Galera

PROVINCE: Oriental Mindoro

DATE: August -December 2022

resigned due to salary



## PERSONAL INFORMATION

Nick Name: Chachee  
Age: 25  
Birth Date: November 20, 1998  
Birth Place: Bigaan San Teodoro,  
Oriental Mindoro  
Sex: Female  
Height: 5'2 ft  
Weight: 45kg  
Religion: Born Again Christian  
Civil Status: Single

## AFFILIATIONS

SK SECRETARY 2018 -2023

SUPREME STUDENT  
GOVERNMENT  
St. Claire Community  
foundation Inc.  
BUSINESS MANAGER  
SY 2017-2018

## CHARACTER REFERENCES

Hon. Khim Daniel Aspecto  
Municipal Councillor

Rhoda Apolinar  
Baranggay Secretary

## TRAININGS/ SEMINARS

New Hope Industry Agriculture in Bulacan  
Laurel Branch  
February 2018

Provincial 4H Youth Camp in Agriculture  
Bongabong Oriental Mindoro  
August 2023

*I hereby certify that all statements above are true and correct  
to the best of my knowledge.*

**CHARLENE PATULAN SIERRA**  
Applicant