

Charlene C. Barbero

#83 Interior E. Cabral St, Maysan
Valenzuela City, 1442, Philippines
09567939912
charlenebarbero06@gmail.com



OBJECTIVE

To learn, gain experience and to obtain a position that will utilize my administrative, marketing and interpersonal skills with accuracy and efficiency while maintaining a motivated, productive and goal oriented environment.

EDUCATIONAL BACKGROUND

TERTIARY:

2013 – 2017	STI COLLEGE CALOOCAN Bachelor of Science in Business Management
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SECONDARY:

2008 – 2012	MAYSAN NATIONAL HIGH SCHOOL High School Diploma
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WORK EXPERIENCE

2016 – 2017	On the Job Training SPI Global
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SKILLS AND ABILITIES

- Well versed with regards to time management and task prioritization
- Effective in calendar keeping and appointment scheduling
- Strong written and verbal communication skills
- Proven ability to comprehend and follow instructions accurately
- Knowledgeable in MS Office

CHARACTER REFERENCES

Ralph Jaysam P. Liporada Second level Support PLDT +63 905 280 4036	Darell F. Asejo NOC B2B Global +63 905 229 7339
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