

BARBERO, CHARLENE C.

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OBJECTIVE:

I am looking for an ON THE JOB training in BM solution/BM oriented company and to learn, gain experience and to obtain a position that will utilize my interpersonal skills with accuracy and efficiency while maintaining a motivated, productive and goal oriented environment.

EDUCATION:

2013 –Present

STI COLLEGE – CALOOCAN

Bachelor of Science in Business Management

Major in Operation

2008 - 2012

MAYSAN NATIONAL HIGH SCHOOL

SKILLS:

- Well versed with regards to time management and task prioritization
 - Effective in calendar keeping and appointment scheduling
 - Strong written and verbal communication skills
 - Customer oriented attitude towards work with profound ability to interact with others
 - Proven ability to comprehend and follow instructions accurately
 - Knowledgeable in MS Office
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EXTRA-CURRICULAR ACTIVITIES:

- 2013 - **STUDENT DEVELOPMENT SEMINAR “SELF DEVELOPMENT”** (STI Academic Center- Caloocan)
 - 2014 - **“IDENTITY AND PURPOSES”** (Penthouse - STI Academic Center – Caloocan)
 - 2016 - **STUDENTS’ CONVERGENCE 2016 – METAMORPHOSIS: A NEW CHAPTER UNFOLDS** (Penthouse – STI Academic Center – Caloocan)
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REFERENCES:

RALPH JAYSAM P. LIPORADA

Second level Support at PLDT

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