

# CHARLENE R. BALDAGO

*Self-motivated and hardworking professional with 15 years of work experience, seeking to combine my interpersonal communication skills and IT knowledge to make positive contributions to your company.*

Gender: Female

Nationality: Filipino

Address: Cebu City, Philippines

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## EDUCATION

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Nov 2008-Mar 2009 **Cebu State College of Science and Technology**  
*Post Graduate Studies*

***Certificate in Professional Education***

2007-2008 **University of Southern Philippines Foundation**  
*Bachelor of Science in Nursing*

2000-2004 **University of San Jose - Recoletos**  
*Bachelor of Science in Information Technology*

1996-2000 **University of San Carlos Girls High School**  
*High School*

1990-1996 **University of San Carlos South Grade School**  
*Elementary*

## EXPERIENCE

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### ***Kindergarten Teacher***

October 2016 – September 2022

**Weingsasuksa Kindergarten School  
(Suratthani, Thailand)**

#### Key Functions:

- Design and follow a complete teaching plan
- Introduce children to mathematics, language, and science
- Teach letter recognition, phonics, numbers, and awareness of nature and science
- Organize and utilize learning material and resources
- Use a variety of instructional methods (songs, dance, stories, media, games, arts) to motivate and stimulate children's abilities
- Assess students performance and progress to ensure the mastery of skills
- Prepare, administer, and grade tests
- Follow and comply with teaching standards and safety regulations

### ***Mathematics Primary Teacher***

July 2009 – May 2016

**Anuban Nakhon Phanom School  
(Nakhon Phanom, Thailand)**

#### Key Functions:

- Study the syllabus, the objectives and the content of the subject taught
- Set up the course outlines and lesson plans according to the subjects focusing on the learner-centered approach
- Compose examination for tests, midterm exams and final exams
- Mark the paper and grade the students in the accumulated mark record book
- Complete the accumulated mark record book according to the required formula
- Attend meetings and acknowledge policy and guidelines

### ***Human Resources Associate***

September 2006 - April 2007

**Convergys  
(Cebu, Philippines)**

#### Key Functions:

- 201 File Management (ensure all pertinent documents are filed in the proper folder)
- Sick Leave and Vacation Leave Monitoring
- Preparation of New Hire Orientation Kit
- Assist during orientation conducted by Human Resources
- Assess employees pre-employment requirements
- Perform other tasks assigned by superior

### **New Accounts Teller**

March 2006 - July 2006

**Banco de Oro Universal Bank  
(Cebu, Philippines)**

#### Key Functions:

- Responsible for cash transactions pertaining to deposits and withdrawals
- Refers account closure to branch officers
- Generates, files and keeps all reports pertaining to the Cash Services Section
- Performs other assignments that may be assigned from time to time

### **Data Analyst**

June 2004 - March 2006

**Lear Automotive Services  
(Cebu, Philippines)**

#### Key Functions:

- Analyze/Input product specifications
- Communicates directly with global automotive suppliers for the acquisition of their products material data
- Processes material data submitted by suppliers
- Aids in the assessment of material data from suppliers whether they contain any of the restricted substances
- Makes proposals to improve processes and operations
- Actively participate in all Six Sigma activities. Ensures that all individual and team deliverables are performed and goals are attained
- Supports the implementation and maintenance of quality management system and ensures customer satisfaction and continual improvement through active participation in Quality System (QS) activities.

## SKILLS

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- Organizational Skills
- Written and Verbal communication
- Time Management
- Work Ethic
- MS Office (Word, Excel, Powerpoint)
- Google Chrome
- Google Workspace
- Typing Speed of 40 WPM
- Web and Tech savvy