

Charito Sabado

Teacher/Graphic Designer

Driven creatively with an experience in teaching, administrative works, and graphic designing.

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Baguio City, Philippines

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EDUCATION

Bachelor of Elementary Education

Don Mariano Marcos Memorial State University-
Mid La Union Campus

06/2014 - 05/2017

San Fernando, La Union, Philippines

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

CASA INFINI PROPERTIES & DEVELOPMENT
CORPORATION/RAYCASA GROUP OF
COMPANIES

02/2023 - Present

Baguio City, Philippines

Achievements/Tasks

- Graphic Designer
- Carry out administrative duties and clerical works such as researching, organizing filing systems, encoding, copying, binding, scanning
- Front desk officer. Welcome clients, directing, assisting clients to appropriate department and communicating important feedback from clients to the Operations Department.
- Provide administrative support to Ray International Philippines and produce all marketing materials including flyers, online marketing, email marketing, and social media posts to continuously build our brand.
- Preparing real estate forms, documents, and assisting the sales and marketing department in ensuring that sales targets are met.
- Maintaining and updating the client database.

Elementary Teacher

Free Believers In Christ Academy

06/2018 - 01/2023

Baguio City

Achievements/Tasks

- Communicated student progress, academic difficulties or behavioral concerns to parents, guardians, and administration using tact and professionalism to improve student academic performance.
- Worship Coordinator, organize program for teachers and students to establish their lives in the scriptures.
- Submit reports to the head to track students' performance.
- School Facebook Page Manager.
- Graphic Designer for School advertisements.

ESL Teacher

Pines Montessori School

01/2018 - 02/2018

Baguio City, Philippines

Achievements/Tasks

- Submit reports
- Taught Speaking, Writing, Reading, and Grammar
- Conduct Assessments

TECHNICAL AND PERSONAL SKILLS

Proficient in Microsoft Office, Canva, Adobe Lightroom and Photoshop

Painting

Drawing

Graphic Designing

Professionalism and strong work ethic

Punctual to deadlines

CERTIFICATES AND TRAININGS

Adaptive and Dynamic Elementary Program Training (ADEPT)
(09/2022 - 10/2022)

Private Education Assistance Committee

Agenda ng Kababaihan Tungo sa Kaunlaran
(03/2022 - 03/2022)

Ethel Judy H. Marzan, BES Teacher III/GAD Coordinator

School-Based Mid-Year In-Service Training (01/2022 - 02/2022)

Basca Elementary School

English Language Program (09/2021 - 09/2021)

TESDA

Virtual Seminar Workshop in Developing and Writing Modules
(09/2020 - 09/2020)

Dr. Loida Mangangaey, EPS-LRMDS, Dr. Jacqueline Lampac, EPS-Science

Collaborating for Lifelong Learning in the 21st Century
(03/2019 - 03/2019)

Association of Private School Administrators-Baguio City Chapter

Knowing Yourself, Personal Leadership for Teachers
(03/2019 - 03/2019)

Saint Augustine Publications, Inc

Brigadang Gabay ng Bata, BGBP Phil (07/2018 - 07/2018)

INTERESTS

Reading

Painting

Photography