



KAREN JOY BALAUAG MODALES

Knowledgeable Administrative professional well-versed in producing high-quality spreadsheets, reports and presentations. Proven history of success in coordination, staff supervision and office workflow management.

CONTACT -



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Barangay Tagaran, Cauayan City Isabela.

EDUCATION ATTAINMENT

S.Y 2016

Postgraduate - Bachelor of Secondary Education (BSE),
Isabela Colleges

S.Y. April 2008

Bachelor of Science in Information Technology
Isabela State University, Cauayan Campus, Cauayan City, Isabela

S.Y March 2004

Cauayan National High School
Turayong, Cauayan City, Isabela

S.Y March 1999

Cauayan South Central School
Mbini St., Cauayan City, Isabela

KEY SKILLS

-  Communication skills
-  Time management skills
-  Interpersonal skills
-  Compassionate
-  Hardworking
-  Work under pressure

CERTIFICATIONS

Seminar Workshop “Teaching for Meaning and Mastery”
Cagayan State University, Tuguegarao City Philippines (July 7, 2017)

Workshop on Teaching -Innovative Teaching a more productive and Enlightened 21st Century Teacher
Isabela College, Cauayan City, Isabela (August 2016)

PROFESSIONAL EXPERIENCE

Administrative Officer

AsiaPhil Drug and Medical Enterprises,PH

October 2022 - Present

- Handle billing inquiries from the customers.
- Monitor and Inventory of Supplies.
- Maintain and update customers' database.
- Prepare customers' bills.
- Compile and maintain documents and records of all billings.
- Prepare Purchase Order for customers.
- Prepare salary wages for employees.
- Manage schedules and deadlines.
- Prepare Bidding documents.

ESL Teacher (Part-time)

51Talk - China

June - August

- Planning, preparing and delivering lessons via online methods.
- Prepare presentation teaching materials like slides, short videos.
- Teach ESL to 100+ students with varied cultural backgrounds in an international classroom to prepare them for tests.
- Prepared extra-curricular activities and after school assistance for Individual students.

Elementary and Highschool Teacher

Top Achievers Private School Incorporated, PH

August 2019 - June 2022

- To plan and prepare appropriately the assigned courses and lectures.

- To teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority.
- Encouraged students to actively play and explore new things will fellow classmates.
- Met with parents, guardians, administrators, and counsellors to address and resolve students' behavioral issues.
- Established and shared classroom rules to ensure everyone's safety and happiness.
- Always followed school policies and regulations regarding safety and school procedures.

Elementary and Highschool Teacher

Infant Jesus Montessori School, PH

August 2016 - March 2018

- To plan and prepare appropriately the assigned courses and lectures.
- To conduct assigned classes at the scheduled times.
- To engage students in active, hands-on, creative problem-based learning.

Administrative Aide VI

Provincial Engineering Office, PH

August 1, 2010 - December 31, 2015

- Encode various Expenditures (Provincial Project), Office Orders, Vouchers, Obligation Request, Purchase Orders, Canvass, Purchase Request.
- Prepare Payroll for Casual Employees.
- Receive, direct and relay telephone messages and fax messages.
- Open and date stamp all general correspondence.
- Maintain the general filing system and file all correspondence.

Billing Clerk

B.M.Domingo Sales Inc., PH

January 26, 2010 - July 2010

- Handle billing inquiries from the customers.
- Maintain and update customers' database.
- Prepare customers' bills.
- Compile and maintain documents and records of all billings.
- Prepare monthly or periodic reports of all billings.

Data Encoder

DPWH-3rd Engineering Office, PH

March - August 2009

- Encode various Reports (District Project).
- Received Letters /correspondence and disseminate to the right person.
- Develop and maintain a current and accurate filing system.
- Monitor the use of supplies and equipment.
- Coordinate the repair and maintenance of office equipment.
- Assist the District Engineer and other staff as requested.
- Provide administrative services for the District Engineer.