

ATTY. KAREN ABEGAIL S. MONTERON

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**Unit 3A,3/F, Heritage Units,
E. Rosal St., Guizo, Mandaue City, Cebu
6014 Philippines**



OBJECTIVE

- Seeking for a responsible growth oriented position where my qualification and experiences can be effectively utilized and share for the benefit and advancement of the organization and the people I am serving.

SKILLS AND ABILITIES

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|--|----------------------------------|
| • Proficient in MS Office application | • Can facilitate training |
| • Skill in Documentation (Photo and Written) | • Approachable |
| • Good leadership skill | • Can work with less supervision |
| • Work Oriented | • Honest and God fearing |
| • Time conscious | • Skills in Bookkeeping |
| • Detail-oriented skills | • Good analytical skills |

PERSONAL INFORMATION

Date of Birth : November 1, 1987

Place of Birth : Baybay, Leyte

Civil Status : Single

Height : 4'11

Religion : Roman Catholic

Dialect Spoken: English, Filipino, Cebuano

FIELD ACHIEVEMENT/EXPERIENCED

- **Court Decongestion Officer** – Regional Trial Court-Branch 88, Mandaue City
2F Shinebright Bldg.,
Tipolo, Mandaue City
July 1, 2019-present

Key Duties and Responsibilities

1. Assist in the conduct of inventory of cases in the court
2. Assist in the legal research and in the drafting of orders, resolution and/or decisions

3. Perform other court duties assigned by the presiding judge of the court
4. Attend seminars, workshops and conferences conducted by the Supreme Court

- **Associate Lawyer** – BPB Law Offices
Unit 2-2, 2F, Z Plaza Bldg.,
D. Jakosalem St., Zapatera,
Cebu City
June 5, 2018 – January 7, 2019

Key Duties and Responsibilities

1. Advise and represent clients in courts
2. Prepare and make pleadings
3. Conduct research and analysis of legal problems
4. Filing of legal documents
5. Head in the administrative duties.
6. Supervise or oversee the duties of the paralegal and process server.

- **Legal Assistant/ Paralegal** - BPB Law Offices
Unit 2-2, 2F, Z Plaza Bldg.,
D. Jakosalem St., Zapatera,
Cebu City
April 2015 – May 2017
January 2018 – June 4, 2018

Key Duties and Responsibilities

1. Follow-up cases in courts
2. Prepare and make pleadings
3. Conduct research and analysis of legal problems
4. Filing of legal documents
5. Supervise or oversee the duties of the paralegal and process server.

- **Accounting Clerk** – Elite Machines, Inc.
General Maxilom Ave., Cebu City
July 15, 2010 – November 10, 2011
 - **Accounting Clerk**- Gemmary Pawnshop & Jewellery
A. Bonifacio St., Baybay City, Leyte
December 12, 2008 – August 11, 2009
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EDUCATIONAL BACKGROUND

POST-GRADUATE	:	BACHELOR OF LAW University of San Jose Recoletos- Main Magallanes St., Cebu City SY: 2012-2017
TERTIARY	:	Bachelor of Science in Agribusiness Visayas State University Visca, Baybay City, Leyte SY: 2004-2008
SECONDARY	:	Baybay National High School Baybay City, Leyte SY: 2000-2004
PRIMARY	:	Baybay North Central School Baybay City, Leyte SY: 1994-2000

ORGANIZATION AND MEMBERSHIP

- **Integrated Bar of the Philippines- Cebu Chapter**
IBP Building, Capitol Compound,
Cebu City
Member, June 2018-present
 - **USJR Alumni Association**
University of San Jose Recoletos
Magallanes St., Cebu City
Member, March 2017-present
 - **VSU Alumni Association**
VSU, Visca, Baybay City, Leyte
Member, April 2008 – present
 - **College of Engineering and Agri-Industries (CEAI)**
VSU, Visca, Baybay City, Leyte
Position: 2004-2008 Member
 - **Society of Agribusiness Students**
VSU, Visca, Baybay City, Leyte
Position: 2004-2008 Member
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CHARACTER REFERENCES:

HON. MARC JOSEPH A. QUIRANTE

Presiding Judge

Regional Trial Court-Branch 88
2F Shinebright Bldg.,
Tipolo, Mandaue City
Contact No. (032) 231 9467

ATTY. CELESTE B. BELCIÑA-FERNANDEZ

Branch Clerk of Court

Regional Trial Court-Branch 88
2F Shinebright Bldg.,
Tipolo, Mandaue City
Contact No. (0933) 868 7063

ATTY. RUSSEL S. PERNITES

Partner

BPB Law Offices
Unit 2-2, 2nd Floor, Z Plaza Building,
D. Jakosalem Street, Zapatera, Cebu City
Contact No. (0917) 7700 152