



# CHARISSE D. BRAGA

## PROFILE

Dedicate and committed to work with strong passion to enhance my abilities and skills. An individual who embrace challenge to help myself grow professionally.

## CONTACT

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## EDUCATION

**Visayas State University**  
**Bachelor of Science in Food Technology**  
2006 - 2012

**University of San Jose-Recoletos**  
**Bachelor of Science in Accountancy**  
2004 - 2005

## WORK EXPERIENCE

**Turbo Star Enterprises (Office Staff)**  
February 21, 2107–November 28, 2024  
Plan daily delivery, do the invoices and collection receipts. Follow up customers purchase orders and payments.

**Philippine Statistics Authority (Census Area Supervisor)**  
July 13, 2015–September 28, 2015  
Manages a team of census enumerators in a specific area, ensuring that the enumerators complete their work accurately and on time.

**National Statistics Office (Team Supervisor)**  
February 11, 2013–March 25, 2013  
Manages teams in various areas, including document encoding, survey form editing, and attending project seminars.

**National Statistics Office (Field Interviewer)**  
September 24, 2012–November 7, 2012  
Collects census data by visiting homes and conducting interviews with residents

**Visayas State University DFST (Student Assistant)**  
October 2010–March 2011  
Do some office errands, assist admin aide in the office and sort some office files.

## SKILLS

- Bookkeeping
- Microsoft office
- Data entry
- Administrative support
- Email management
- Cooking