

CATHERINE C. TUBAL

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SKILLS

Project Management, Microsoft Office, Data Analysis, Writing skills

WORK EXPERIENCE

(5 1 Talk) Home Based Online English School

- Teach Chinese learners English in fun online video lessons.
- evaluate the learner's performance based on set guidelines.
- Translate words into English

Census Enumerator (Philippine Statistic Authority)

- Visiting citizens at their homes to conduct interviews and collect demographic data.
- Creating survey sheets or working on predefined surveys to gather census information.
- Conducting extensive and thorough visual surveys of areas covered during the census procedure.

Call Center Agent (Tech Mahindra)

- takes calls from customers answering questions or addressing any concerns they may have.
- Their duties include handling many inbound and outbound calls to and from customers.
- listening to customers' needs or issues and providing helpful solutions to their problems.

EDUCATIONAL ATTAINMENT

Bachelor of Secondary Education (Major in English)

Saint Michael College Hindang, Leyte (2015-2019) Graduate

Plaridel National High School (PNHS)

Brgy. Plaridel, Baybay City, Leyte

Maslug Elementary School

Brgy. Maslug, Baybay City, Leyte

TRAINING

- RPMS Results-based Performance Management System Seminar
- MS Office Course

Licensed Professional Teacher