



CHARITY A. MAARAT

I'm highly-organized and self-motivated individual who would like to obtain a position that will enable me to use my skills, knowledge and gain further knowledge.

Contact

Phone

0905-031-8551

Email

charymaarat@gmail.com

Address

Baybay, City, Leyte

Education

Bachelor of Computer Science

Visayas State University

2013 - 2020

Skills

- Microsoft Office (MS Word, Excel, PowerPoint, Internet, etc.)
- Problem-Solving
- Time Management
- Presentation Skills
- Encoding

INTEREST AND PERSONALITY:

- Good Communication Skills.
- Accurate and attentive to details
- Flexible, fast learner and alert.
- Provide cleanliness at all times.
- Interested to learn in any aspect of work
- Can work in harmony with others in a group.

Professional Experience

- | | |
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| 2024
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2025 | Planning Support Staff (February 23, 2024 - Present)

DEPARMENT OF ENVIRONMENT AND NATURAL RESOURCES - CENRO ORMOC - Brgy. Bantigue, Ormoc City, Leyte <ul style="list-style-type: none">• Provide support to the PENRO during planning workshop, seminars, and meetings.• Submit periodic reports on the status of Planning-related activities and implementation of programs and projects to the supervising PENRO• Attends meeting/seminars/conferences/workshops per instruction of the CENRO• Assist in the consolidation and evaluation of accomplishment reports of CENRO• Perform other task as may assigned by the CENRO |
| 2020
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2024 | Technical Support Staff (October 15, 2020 - February 22, 2024)

Visayas State University - Visca, Baybay City <ul style="list-style-type: none">• Create virtual classrooms in VSUEE for the faculty of the university.• Cater technical problems of students and faculty with VSUEE and Turnitin concerns through email and face-to-face.• Create, update, and delete VSUEE accounts for students and faculty.• Facilitate during VSUEE Webinar/Training Workshop.• Performs other functions as assigned by superiors and other office staff. |
| 2017
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2018 | Cashier

Colonnade Supermarket – Cebu City (August 2017 – February 2018) <ul style="list-style-type: none">• Registers sales on a cash register• Handling returns, exchanges and complaints• Greet customers• Bagging purchases• Processing returns• Keep a clean working area• Answering customer questions |

References

Mary Grace M. Palacio

Chief of Planning - DENR CENRO ORMOC

Phone: 0965-133-4879

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Ma. Rachel Kim L. Aure, PhD

Director for Instruction and Evaluation - VSU

Phone: 0933-820-9486

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Nancy D. Abunda, PhD

Professor I - VISAYAS STATE UNIVERSITY

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