



CHARLOTTE R. GIGJE

Zone 1-A Dewfoam Compound, Danao, Patag
Opol, Misamis Oriental, 9016

charlottegigje91@gmail.com

09557196161 / 09093072332

A versatile individual who can adapt to various roles, passionate about both science, health, technology, and innovation. Skilled in organization, computer literacy, and delivering exceptional customer service.

PERSONAL INFORMATION

Age: 22

Birthday: September 11, 2001

Birthplace: Cagayan de Oro City

Citizenship: Filipino

Civil Status: Single

EDUCATIONAL ATTAINMENT

TERTIARY

Bachelor of Science in Biology

Xavier University-Ateneo de Cagayan
73 Corrales Avenue, Cagayan de Oro City
2020-2024

SECONDARY

General Academic Strand with focus on Criminology

PHINMA-Cagayan de Oro College
Max Suniel St., Carmen, Cagayan de Oro City
With Honors
2018-2020

RELATED EXPERIENCES

POSITION	COMPANY NAME	ADDRESS	DATES
Emergency Response Unit (ERU) Volunteer	Philippine Red Cross-Cagayan de Oro-Misamis Oriental Chapter	PRC Bldg., Capitol Compound, Cagayan de Oro City	May 2024 – Present
Disaster Management Services (DMS) Volunteer	Philippine Red Cross-Cagayan de Oro-Misamis Oriental Chapter	PRC Bldg., Capitol Compound, Cagayan de Oro City	April 2024 – Present
Student Intern	Xavier University-McKeough Marine Center	73 Corrales Ave., Cagayan de Oro City	February – April 2024

Media Volunteer	102.5 BRIGADA FM CDO	Suan Arcade, Mastersons Ave., Ilaya Carmen, Cagayan de Oro City	May 2022 and October 2023
-----------------	-------------------------	--	------------------------------

ORGANIZATIONS

POSITION	NAME OF ORGANIZATION	DATES
Emergency Response Unit (ERU) Volunteer	Philippine Red Cross- CDO- Mis.Or. Chapter	May 2024 – Present
Disaster Management Services (DMS) Volunteer	Philippine Red Cross- CDO- Mis.Or. Chapter	March 2024 - Present
143 Department Head	XU-Red Cross Youth	August 2023 – May 2024
Social Media Manager	XU-Red Cross Youth	August 2022 – May 2023

SEMINARS/TRAININGS ATTENDED

TITLE OF SEMINAR/ TRAINING ATTENDED	AWARD-GIVING BODY	DATES
Standard Disaster Risk Reduction and Management Training	Philippine Red Cross- CDO- Mis.Or. Chapter	May 13-17, 2024
Basic Disaster Risk Reduction and Management Training	Philippine Red Cross- CDO- Mis.Or. Chapter	April 22-24, 2024
Marine BioTalk: Seeds of the Sea: Nurturing Growth of Eucheumatoid	Xavier University- McKeough Marine Center	February 28, 2024
Youth Volunteer Formation Course (YVFC)	Xavier University Red Cross Youth & Philippine Red Cross- CDO-Mis.Or. Chapter	August 20-21, 2023
Emergency First Aid Training (EFAT)	Xavier University Red Cross Youth & Philippine Red Cross- CDO-Mis.Or. Chapter	February 25, 2023

SKILLS

1. Scientific Research Skills
2. Fundamental Biology Lab Procedures
3. Emergency First Aid Skills
4. Teaching and Journalistic Skills
5. Administrative Skills
6. Data Entry
7. Communication Skills (Oral and Written)
8. Photo Editing and Video Editing
9. Computer Literacy: MS Office Suite, G Suite, Canva, Adobe Premiere, Acrobat
10. Social Media Management
11. Creative Content Creation
12. Leadership and Organizational Skills
13. Adept in planning strategies
14. Attention to details
15. Adaptability and Flexibility

RELEVANT MERIT

Undergraduate Thesis

Gigje, C., Garcia, G. & Gualberto, D. (2024). *Airborne microfungi in select indoor environments of Xavier University-Ateneo de Cagayan*. (Unpublished undergraduate thesis). Xavier University-Ateneo de Cagayan.

REFERENCES

Astrid L. Sinco, Ph.D.

MMC Director
Xavier University-McKeough Marine Center
asinco@xu.edu.ph
+639178136262

Anne Sherlyn Bungcasan, MS

Technical Assistant
Xavier University-McKeough Marine
Center
abungcasan@xu.edu.ph
+639368943889

Christine Lovelle M. Cardente, Ph.D.

Assistant Professor IV
Xavier University-Ateneo de Cagayan
ccardente@xu.edu.ph
+639175650677