

CHARMAINE JOY ADIATON PASION

SKILLS

- Basic knowledge in editing audio, video software and Adobe Photoshop
- Proficient in MS Office, Windows XP, and the Internet
- Experienced as event coordinator / planner
- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results



WORK EXPERIENCE

- September 2021 - July 2023 **SENIOR RECRUITER / QUALITY ANALYST**
PSG Global Solutions
Work from home
6805 Ayala Ave, Makati, 1227 Metro Manila
- June 2019 - November 2020 **ENGLISH LANGUAGE EDUCATOR**
Hope Mega-Edu Services Inc.
Work from home
Commonwealth Ave., Metro Manila
- SEPTEMBER 2019 - APRIL 2020 **CUSTOMER SUPPORT REPRESENTATIVE**
United HealthCare
Alorica Philippines
Bayshore Ave, Pasay, Metro Manila
- April 2018 - May 2019 **ENGLISH LANGUAGE EDUCATOR**
JJ English Center Incorporation
Commonwealth Ave., Metro Manila
- 2016 - 2017 **MARKETING ASSOCIATE / SECRETARY / TALENT COACH**
Center for Pop Music Philippines
Bacoor City, Cavite
- 2015 - 2016 **CUSTOMER SERVICE REPRESENTATIVE / SUPPORT STAFF / TEAM LEADER / QUALITY ANALYST**
Yellow Pages Account
Personiv Philippines
North Bridgeway, Northgate Cyberzone, Alabang, Muntinlupa
- 2014 - 2015 **TECHNICAL SUPPORT REPRESENTATIVE**
Comcast Account
Teleperformance Philippines
SM City Masinag, Marcos Highway, Antipolo, Rizal

PERSONAL INFORMATION

PARENTS

Father's name: **Cesar V. Pasion**
Occupation: **Deceased**
Mother's name: **Teresita A. Pasion**
Occupation: **House Wife**
DATE OF BIRTH: **January 7, 1994**
AGE: **29 years old**
HEIGHT: **162 cm**
WEIGHT: **100 lbs**
STATUS: **Single**
NATIONALITY: **Filipino**
RELIGION: **Iglesia Ni Cristo**

CONTACT



Charm Pasion
0967-792-0088



Blk. 26 Lot 21 Phase 10 Dasma IV, Golden City, Brgy. Salawag, Dasmariñas, Cavite



charmainejoypasion777@gmail.com

EDUCATION

BACHELOR OF ARTS: MASS COMMUNICATION
2010 - Undergraduate
New Era University
Quezon City, Philippines

ENGLISH PROFICIENCY
2014 - Graduate
Advanced Competencies Technological Manpower ACTMA
Dasmariñas, Cavite

SECONDARY EDUCATION
2006-2010
New Era High School
Quezon City, Philippines

ELEMENTARY EDUCATION
2000-2006
New Era Elem. School
Quezon City, Philippines

CHARACTER REFERENCE

Name: Melissa Domingo
Company: Personiv Philippines
Position: Supervisor
Contact no.: 09052548022

Name: Elson S. Montalbo
Company: Eagle Broadcasting Corporation
Position: Professor, Director, Head of Edutainment
Contact no.: 09156225060

Name: Aleth De Vera
Company: JJ English International
Position: Team Supervisor
Contact no.: 09567880506