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CHARLENE MAE B. OBEMIO, MBA

WORK EXPERIENCES

Assistant Professor I/Program Coordinator- Human Resource Management- University of Caloocan City (2016- 2026)

- Organize and conduct meetings of all concerned teaching personnel at the start of each semester.
- Organize and conduct faculty observations, give feedback to each faculty member as to what was observed, and share this information with the Dean.
- Build and maintain, for use by faculty teaching the course, a library of activities that people who have been teaching the course have found success in developing and enriching the course content.
- If there is a new curriculum or course subject, be responsible for preparing or facilitating the preparation of new materials, such as suggested homework, activities, and syllabi, to ensure consistency in the course.
- Responsible for coordinating the mentoring of newly hired instructors and professors.
- Coordinate tasks associated with all types of examination. These tasks may include scheduling rooms, creating the final, grading the final, handling applications for and arranging permission for taking the conflict, and scheduling the conflict final.
- Hold regular meetings of faculty teaching the course to maintain consistency and quality.
- Assist the Department Head and Dean in developing new and existing online instructional units and in scheduling classes.

College Instructor (Part-time)– Village Montessori School & Colleges, Bulacan (2022-2023) (2025-2026)

- Setting primary goals for the courses
- Designing a curriculum that meets those goals
- Creating a syllabus that details the topics to be covered and includes deadlines for assignments and exams
- Delivering lectures and organizing activities to enhance understanding of the material
- Creating, administering, and grading tests to assess students' knowledge
- Addressing students' inquiries and offering support to promote their success
- Keeping track of students' attendance and grades

College Instructor (Part-time) – City College of San Jose Del Monte, Bulacan (2021-2022)

- Oversee classroom discipline and behavior by upholding school rules and policies.
- Foster a positive and respectful classroom atmosphere that promotes learning.
- Keep attendance records and notify the school administration of any absences.
- Track and evaluate students' academic progress in the class.
- Offer academic counseling and guidance to help students establish goals and enhance their performance.
- Support students with course selection and academic planning.

Senior High School Teacher (Accountancy, Business and Management) -Ebenezer Christian Academy Inc. San Jose Del Monte, Bulacan (2016-2017)

- Developing lesson plans aligned with required learning objectives in the designated subject area.
- Assigning and evaluating projects, assignments, and tests.
- Regularly assessing students' skills and knowledge.
- Establishing and enforcing classroom rules, policies, and procedures.
- Supervising students and managing behavioral issues both in the classroom and during other times, such as lunch.
- Providing support to individual students who are struggling to grasp the content.
- Collaborating with fellow high school teachers to create lesson plans and enhance the learning experience.

- Keeping students and parents informed about academic progress.

Sales Assistant- Watson’s Personal Care Services Singapore (October 2007- April 2008)

- Enhance store sales by accurately and efficiently managing stock, visual displays, and point-of-sale activities.
- Create an inviting and friendly atmosphere for all customers.
- Assist with merchandise handling, including receiving shipments and processing items to ensure they are ready for the sales floor while maintaining customer goods.
- Perform additional tasks that support the sales team as directed by management.

Service Crew - Greenwich Cagayan De Oro City (February 2001- August 2001)

- Process Orders: Crew members take customer orders per company guidelines, verify selections, and process payments. They may also use suggestive selling techniques to promote other products.
- Prepare Food: To meet customer expectations for quick service, crew members prepare and package food efficiently, following recipes and safety protocols while ensuring quality and presentation.
- Assist Customers: Throughout their shift, crew members provide excellent service by warmly greeting customers, answering questions about the menu, and maintaining a courteous demeanor.
- Maintain Cleanliness: Crew members keep workstations organized and clean to meet hygiene standards. They may also handle general housekeeping tasks and inspect other areas of the establishment.

EDUCATIONAL ATTAINMENT

Graduate Studies:

Course	Our Lady of Fatima University 12 units Doctor of Philosophy in Business Administration
Course	University of Caloocan City Graduate/2017 Master in Business Administration
Tertiary:	Our Lady of Fatima University, Q.C Graduate/2015 Course: BSBA Major in Marketing Management
Secondary:	Marymount School Inc. Graduate/1997
Elementary:	Villa Verde Elementary School Graduate/1993

PERSONAL INFORMATION

Birthday:	April 15, 1981
Age:	45
Birthplace:	Metro Manila
Nationality:	Filipino
Religion:	Roman Catholic
Height	5’1

Weight

45 kgs.

Gender :

Female

Status:

Married

I hereby agree and Certify that the above information is true and correct to the best of my knowledge and skills.

Charlene Mae B. Obemio M.B.A