



CHARLENE VILLAMOR

CUSTOMER SERVICE REPRESENTATIVE

A motivated and detail-oriented graduate with experience in teaching and research. Seeking to apply my communication, problem-solving, and interpersonal skills in a customer service role to deliver excellent service and contribute to the success of the organization.

Contact

📞 | 09562295589

✉️ | villamorcharlene29@gmail.com

📍 | 466 EMJ Cuenco Avenue
Cebu City

Education

- **University of Cebu**
Bachelor of Secondary
Education Major in Mathematics
Magna Cum Laude
2020-2024

Skills

- Research, Data Collection and Data Entry
- Data Analysis & Interpretation
- Customer Support
- Google Suite: Drive, Docs, Sheets, Forms, Mail, Calendar, Slides
- MS Office (Word, Excel, PowerPoint, Outlook)
- Other administrative support
- E-mail handling and Email inbox optimization
- Problem Solving

Achievements

- Cebu City Scholar
- Honor Graduate Eligibility
- 1st place in 7th College of Teacher Education Research Presentation
- Best in Research
- SSI Officer 2023

Experience

● Student Teacher

UC SHS Private
On-the-Job training
Jan 2024-Feb 2024

- Delivered instruction in Calculus and Statistics, emphasizing both theoretical and practical understanding.
- Guided students in research projects, enhancing their data interpretation and presentation skills.

● Student Teacher

Abellana National School
On-the-Job training
Feb 2024-May 2024

- Engaging Grade 10 students in mathematical concepts and problem-solving skills.
- Developed lesson plans to explain data distribution and statistical measures.

● Private Math Tutor

Freelance
2018-2024

- Tutored students of all ages to meet academic goals.
- Communicated with parents to track progress.

Reference

Janelle T. Figuracion

Performance Development Coach
Techma hindra
09998869557

Princess Jayme

Accenture Inc. - Corporal Digital
Marketing Senior Analyst
09088200167