

MORENO, CHARISSE FAITH PORRAS

Address: 193A Katipunan Street, Labangon, Cebu City, Philippines, 6000

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PROFILE INFORMATION

A detail and goal-oriented graduate of Bachelor of Science in Aircraft Maintenance Technology at Cebu Aeronautical Technical School. A tech savvy and problem solver that you can rely on. Seeking for opportunities that would allow me to learn and grow professionally and personally to effectively apply my skills and competence to contribute to the company's goals. Enthusiastic individual with skills in both team based and independent capacities.

Birthdate: June 23, 1999

Age: 25 Years Old

Height: 5'3

Weight: 60 kgs

Religion: Bible Baptist

Languages: Bisaya, English, Tagalog

SKILLS

- Highly proactive, focused, and flexible
- Proven experience working through challenging tasks, works under pressure
- Quickly adapts to new environment
- Strong analytical and problem-solving skills
- Digital proficiency at an intermediate level:
 - MS Google Docs Editors Google Docs,
 - Google Sheets, Google Slides, Google Forms,
 - MS Word, MS Excel, and MS PowerPoint
- Inclusive and respectful, collaborate well with others
- Excellent interpersonal skills
- Effectively communicate in English both verbally

- and in writing
- Strong creative and innovative skills
- Excellent in time management
- Excellent in multitasking and task prioritization
- Detail-oriented
- Proven excellent ability in creating workflow and processes
- Excellent coaching, teaching, and leadership skill
- Proofreading and editing contracts and pleadings
- Drafting legal documents
- Data and Case Management
- Invoice Billing and Email Support

EDUCATION

2018 – 2023 **Bachelor of Science in Aircraft Maintenance Technology**

C.A.T.S. AERO COLLEGE, INC.

(Formerly CEBU AERONAUTICAL TECHNICAL SCHOOL)

Salinas Drive, Lahug, Cebu City, Philippines

2016 – 2018 **Senior High School Graduate**

UNIVERSITY OF CEBU – MAMBALING CAMPUS

Science, Technology, Engineering, Mathematics (S.T.E.M.)

Alumnos, Cebu City, Philippines

2012 – 2016 **Junior High School Graduate**

BOB HUGHES CHRISTIAN ACADEMY

55 Katipunan Street, Calamba, Cebu City, Philippines

ACHIEVEMENTS

2021 – 2022 *C.A.T.S. Aero College, Inc.*

(Formerly Cebu Aeronautical Technical School)

Aviation Mechanic of the Year - Top 1 of the Class

Sep – Oct 2022 *C.A.T.S. Aero College, Inc.*

(Formerly Cebu Aeronautical Technical School)

Vice President - Supreme Student Council

Jul 2021 – 2022 *C.A.T.S. Aero College, Inc.*

(Formerly Cebu Aeronautical Technical School)

Auditor - Supreme Student Council

Year 2018 Asia Pacific Tchoukball Championships
Philippine Team - Team Captain

2016 – 2018 University of Cebu - METC
With Honors

Year 2016 National Tchoukball Champion - Team Cebu
Team Captain - Champions

2015 – 2016 Bob Hughes Christian Academy
Class Salutatorian
Best in Science
Athlete of the Year Awardee
Most Valuable Player of the Year Awardee
School Spirit Awardee

2011 – 2012 Bob Hughes Christian Academy
3rd Honorable Mention

WORK EXPERIENCE

LEGAL SECRETARY/ASSISTANT

ETMJ Law Office
G/F TGU Tower, I.T. Park, Lahug, Cebu City
May 2024 – December 2024

COURSE INSTRUCTOR

CATS AERO COLLEGE INC.
Salinas Drive, Lahug, Cebu City
September 2023 – May 2024

HELPER MECHANIC

1200 Hours
AIRWORKS AVIATION ACADEMY
General Aviation Area, Mactan International Airport,
Lapu-Lapu City, Cebu, Philippines
February 2022 - September 2022

AUDITOR

Supreme Student Council Officer
CATS AERO COLLEGE INC.
Salinas Drive, Lahug, Cebu City
June 2021 – October 2022

CHARACTER REFERENCES

Engr. Mark Anthony P. Atadero

Senior Computer Engineer
Don Bosco Technical College - Cebu
+639914421256

Atty. Carlo Eduardo Espina - Lawyer

Managing Partner
ETMJ Law Office
+639176208997

GRAPHIC ARTIST

Supreme Student Council Officer
CATS AERO COLLEGE INC.
Salinas Drive, Lahug, Cebu City
June 2021 – October 2022

VIDEO EDITOR

Supreme Student Council Officer
CATS AERO COLLEGE INC.
Salinas Drive, Lahug, Cebu City
June 2021 – October 2022

SOCIAL MEDIA MANAGER

Supreme Student Council Officer
CATS AERO COLLEGE INC.
Salinas Drive, Lahug, Cebu City
June 2021 – October 2022

FREELANCE VIDEO EDITOR

Years of Service Awarding Ceremony
AirSWIFT PHILIPPINES
December 2021 & December 2022

FREELANCE GRAPHIC ARTIST

TASTER'S CHOICE
January 2022 - October 2022

Engr. Giovanni M. Abing

Aircraft Mechanic
Aviation Partnership Phils.
+639452342476

Engr. Greatser Nietes

Senior Aircraft Mechanic
Airworks Aviation Academy
+639065360821