

KEZIA LOUNEL CALUBID BADULID

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Personal Data:

- 29 yrs old, Female, Single, Christian, fluent in English, Filipino, Waray & Cebuano
- Born on September 22, 1981 at Catbalogan City, Samar, Philippines
- Holder of Philippine Passport No. XX3326247
- With excellent skills in communication (written & spoken languages, especially English), editing, project management, community organizing, event organizing, business planning & development, customer support, mathematics & statistics, advertising, marketing, research, etc.
- Highly tech-savvy, with long experience in computer troubleshooting and repair, computer assembly and setup, and technical support (and tutorial) over the phone and over the internet
- Skilled in website development (HTML, Content Management Systems and a little PHP & MySQL), web hosting, search engine optimization, and publishing; and adept in various computer softwares, such as MS-DOS, Windows 9X, Windows ME, Windows XP, MS-Office, mIRC, Adobe Pagemaker & Photoshop, SPSS, and many others.
- Interested in books, computers, internet, movies, trivia, travel & geography, politics & economics, photojournalism, news & current events, nature, camping, science, music, training/teaching, pets, basketball, ice skating, etc.

Major Work Experiences:

Customer Service Manager, September 2009 – present

Quality Assurance Specialist & Beta Tester, August 2008 – Sept 2009

Data Entry Specialist, June 2008 – August 2008

Priorsmart Document Services / Stone Lion Ventures

<http://PRIORsmART.com> / <http://StoneLionVentures.Com>

- Ensuring that all client email updates are accurate, up-to-date and on time, and distribute penalties for the errors
- Responsible for all renewals, new orders, deletions, and other custom orders for 40+ clients
- Professionally communicate directly with the clients (law firms, etc.) resolving issues, reconciling invoices and payments, etc.
- Monitor all processes to ensure that everything is going smoothly, beta-test new processes & programs, run maintenance scripts, and resolve errors
- Report directly to the CEO and the COO of the company and assist with special projects as needed

Business Development Manager, August 2009 – January 2010
Digital Distribution Global Training Solutions Pty. Ltd.

- Created a highly interactive business model (feasibility study) for the business, wherein almost all the variables can be changed and the user can see the results of each change immediately, up to the ERR and the Financial Statements
- Organized, researched and coordinated a new virtual business for an existing company branching out into virtual servers market
- Responsible for business plan development, coordination of data center services and hardware, and assistance on the hiring of staff (technical, customer services, etc)
- Communicated directly and regularly with the owner to ensure that needs are met

Virtual Assistant, 2004 – present

Translator & Transcriptionist, 2006 - present

- As an online freelancer, accepts all kinds of VA jobs, including translation and transcription
- Worked for Priorsmart.Com and Stone Lion Ventures as a part-time data entry specialist, quality assurance specialist and beta-tester, since June 2008, now promoted as the Customer Service Manager

Freelance Photojournalist and Radio Broadcaster, 2000 – 2008

Freelance Web Developer, Web Host, Editor, and Internet Publisher, 2006 - 2009

- Published pictures, news, features and investigative news, on The Samar Monitor, The San Juanico News and the The Zamboanga Times
- Developed the popular <http://samartambayan.net> community portal for Samareños all over the world, and regularly posts pictures, features, and investigative news in the website which is also syndicated in the local radio and newspapers (*note: turned this off because I wanted to concentrate on my jobs and this website was taking too much of my time, although I still get a lot of petitions to get this online again because of it's popularity*)
- Developed the semi-dynamic websites <http://ebatica.org> and <http://counselor-help.com>, among others
- Organized and managed the radio program for the youth in the local radio, DYMS, “Oras Han Kabataan” (Youth Hour)

Freelance Tutor and Exams Trainor, August 2000 – 2008

- Taught English as a Second Language (ESL) to Koreans and Japanese students
- Taught Math, Sciences and other subjects to college students, high school students and even grade school students
- Trained UPCAT and Civil Service Exam aspirants, teaching Studying & Testing Techniques, Memory Improvement, FingerMath & other shortcuts, Algebra, Geometry, Statistics, Trigonometry, Calculus, Biology, Chemistry, Earth Science, Physics, Logic & Abstract Reasoning, English Grammar & Word Analysis, Vocabulary Building Techniques, Basic Philippine Laws, etc.
- Also taught computer and internet skills to beginners and intermediate learners

Freelance PC Technician and Desktop Publisher, December 2000 – present

- Known as the techie among friends, family and neighbors, so always receiving walk-in (and referred) clients who needs their laptops and desktops fixed, installed with new programs, or just needs someone to teach them some things about computers and the internet
- Often also sought for advice on electronic and computer purchases, so sometimes resells computer products when not too busy or simply refers them to the best and cheap providers of computer products

Ground Organizer and Head of Marketing & Media, October 2006

Caravan for Better Roads and Bridges in Samar Island, spearheaded by the **Gugma Han Samar Development Association** (with the support of the **Gugma Han Samar CyberSpace Movement**, an international coalition of overseas and home-based Samareños and other Filipinos online)

- Took over the ground organizing of the caravan when the head organizers (Overseas Filipinos) wasn't able to manage the load of the actual ground organizing
- Coordinated the caravan with the participants from the different towns, specifically the biker groups, the student & teacher groups, the LGUs, the police, the media, and the individual participants
- Headed the marketing & the receiving of donations, and got a national corporation, Petron to sponsor the activity

Co-Organizer, Catbalogan Young People's Day, August 16-17, 2006

Organizer and GameMistress, Kusog Kabataan Challenge 2006

Co-Organizer, Catbalogan Young People's Day, August 15-16, 2007

Organizer and GameMistress, Kusog Kabataan Challenge 2007

Member and Events Organizer for WARAYA and the City Government of Catbalogan, in the Catbalogan City Month-long Festivities, August 2007

- Spearheaded the organizing of the popular KKC as part of the CYPD activities, a game similar to that of AXN's Amazing Race and GMA7's Extra Challenge, focusing on the culture and history of Catbalogan
- Created the whole game, from all the secret game clues and activities, coordination with site owners, and management of the media, marshals, accomplices, and participants; also managed the marketing and got a national sponsorship from Nestle Philippines
- Helped conceptualize and create the proposal to the City Government of Catbalogan to make the WARAYA the official events organizer for the month-long festivities of 2007
- Also managed the organizing and activities of the Environment Day of August 2007

Creator and Administrator of Catbalogan.Com, July-November 2005

Editor in Chief, Layout Artist, & Top Reporter of the YANA!!! Newspaper

- Edited and improved on the old Catbalogan.Com website and renamed it Catbalogan.Org, in July to August 2005

- Developed the interactive and dynamic Catbalogan.Com website, and was able to make it the most popular website in Samar within three months (after 5 years of obscurity under the old format)
- Also succeeded in having both websites indexed by major search engines and had it on top of the search engine lists for Catbalogan, Samar and Waray search words, all within two weeks, after more than 5 years of obscurity under the management of the owner
- *Note: This website has now reverted to its old format except for some of my improvements on the old website, after my new design was destroyed by a power-grabbing and double-crossing partner who tinkered on the website after I abandoned the project*

SWS Executive Interviewer, January 2005 – February 2005

TAG-05, Cebu Team

Social Weather Stations, Sikatuna Village, Quezon City

- Responsible for setting up appointments with the Top Executives of the companies chosen for the project
- Interviewed the executives face-to-face and recorded their responses either by choices or verbatim
- Edited, reported and submitted the questionnaires to the team leader

Webmaster and Administrator, November 2003 – February 2005

Samar National School – Samar High School Official Website

<http://shs-sns.edu.ph> *(now offline as the school discontinued the project when I left it)*

- Created the website within 14 days during the Christmas break of 2003
- Organized, recruited support, and solicited for sponsorships from alumni & corporate advertisers, in preparation for the full operation of the website
- Marketed the website and optimized its popularity and positioning on major search engines and some minor ones, within two weeks
- Coordinated alumni from all over the world, especially on the website preparations, and the preparations for the Centennial Celebrations of SHS-SNS

HR Intern, Summer 2003

Human Resource and Development Department

Sunstar Publication, Cebu City, Philippines

- Assisted in the preparation and conduct of seminars and trainings conducted by the HRD Department, including the research and creation of some hand-outs
- Assisted the nurse in her monthly medicine reports, and in the other simple duties like the BP check-up of some employees & the dispensing of free medicines to the employees who needed it
- Assisted in the other tasks of the payroll officer and the other members of the HRD team: like faxing, typing and counting gift-checks
- Responsible for the filing, updating and re-organizing of the employee and other HR files, including the pre-assessment of applications and shredding out those that are too old and/or not needed anymore
- Responsible for the orientation and interview of other on-the-job trainees

Volunteer Teacher, Summer Enrichment and Review Program, Summers of 1999 – 2000
Volunteer Teacher, College Entrance Exams Orientation and Review, Summers of 2001- 2004
Samar National School, Catbalogan, Samar, Philippines

- Spearheaded the volunteer tutorial group in Catbalogan City in 2000, together with 5 other college buddies, and conducted orientation and enrichment classes (English, Math and Science) among fourth year high school students, in preparation for College Entrance Examinations and Scholarships
- Developed the curriculum, compiled the refresher techniques, and helped make the assessment exams and review handouts for the students
- Managed the schedules of all volunteer teachers, also supervising these brilliant but inexperienced teachers, making sure that the time is maximized into teaching those subjects that are the most immediate need of the students
- Responsible for the sourcing of funds from sponsors, and also for the coordination with the school officials
- Significantly increased the passing rate of students in college entrance examinations and scholarship examinations

Student Volunteer Staff, School Years 1997-1998 & 1999-2001
Office of the Student Regent, University of the Philippines - System

- Manned the office & the telephone on vacant hours, and responsible for attending to visitors and to answering their concerns
- Responsible for organizing several Student Congresses, General Assembly of Student Councils Congresses, and some alliances in the University
- Helped organize one-night sponsorships of the UP Fair for two years, and the marketing and campaign of these activities

Legal Secretary & Researcher to Dean Wilfredo Bolito, November 1998 - April 1999
College of Law, Samar College, & the Bolito Law Office
Catbalogan, Samar, Philippines

- Responsible for researching and printing SCRA documents that are provided to the executive classes
- Responsible for typing legal documents, and submitting or mailing the same to the courts

Education:

Bachelor of Arts in Psychology, April 2004
University of the Philippines in the Visayas, Cebu City, Philippines
College Scholarship Award, 2nd Semester, S.Y. 2002-2003
DOST Scholar, 1997-2000

- Team Leader of the winner of Best Print Ad and Best Ad Agency, in the UP Cebu Advertising Fair 2003-2004.

- Courses taken include: Cognitive Psychology, Principles of Learning, Personality, Psychological Measurement, Abnormal Behavior, Industrial Psychology, Personnel Management, Fundamental Accounting Theory & Practice, Law on Obligations and Contracts, Law on Partnerships & Corporations, Law on Business Organization and Labor, and Advertising

High School Diploma, March 1997

Samar National School, Catbalogan, Samar, Philippines

Salutatorian, Gerry Roxas Leadership Awardee

Outstanding Alumni Awardee, SHS-SNS Centennial, May 2004

- As the Editor in Chief of The Samariñan, introduced the first reforms that made the paper more readable, relevant and student friendly
- Also won awards at the Regional Secondary Schools Press Conference (RSSPC) on photojournalism and layouting, and especially bagged First Place on her fourth year.
- 2nd Place Winner on the Individual Category of the Regional Mathematics Olympiad, and team leader of the 3rd Place Winner on the Team Category of the Regional PMO, on her fourth year.
- President of the Science Club, and top organizing officer of the SNS Science Camp of 1996.
- Team leader of the 2nd Place Winner of the Regional Search for The Most Outstanding Young Science-Researchers (TOYS), during her third year.
- Regional champion of the Statistics Quiz during her third year.
- Pioneer and consistent core-group member of the fund raising organizers for the Student Center Building project (now finished after 10 years, without the help of politicians) of the Supreme Student Council, for all her four years in the council.
- President of the Science Club (PSYSC affiliated) of SNS, and Over-All Coordinator of the Science Camp of 1996, while managing her own subcamp
- Active member and officer of many other school organizations, and consistent winner of many other interschool and regional contests.

Elementary Diploma, March 1993

Catbalogan 1 Central Elementary School, Catbalogan, Samar, Philippines

5th Honorable Mention

- Consistent Honor Student, multi-awarded Girl Scout, and SSC Vice-President on her 5th Grade.
- Summer Speech Class, Graduated 6th Level, May 1993, Sacred Heart School, Catbalogan, Samar

Major Affiliations / Awards:

- Board Secretary & Managing Trustee for Social Affairs, Gugma Han Samar Development Association (GHSDA) Inc., March 2007 - present
- Member & Events Organizer, Waray Waray Youth Advocates (WARAYA) – Family Planning Organization of the Philippines (FPOP), July 2004 - present
- Awarded as one of the **100 Most Outstanding Alumni** of Samar High School – Samar National School, **Youth Service & Excellence Award**, SHS-SNS Centennial Celebrations, April 2004
- President, SNS Batch '97 Alumni Association, 1998 - present

- Board Member, Samar High School – Samar National School General Alumni Association, April 2004 – April 2005
- Convenor & Co-Founder, Gugma Han Samar Cyberspace Movement, June 2004 – present
- Co-Organizer, International & Cebu Area Coordinator, Calubid Clan Association, April 2003-present
- Co-Organizer, Secretary, Badulid Clan Association, April 2005 – present
- Co-Organizer, Secretary, Versoza Clan Association, April 1998 – April 1999
- Member, UP Psychology Majors Association, 2002-2004
- Member, Junior Psychologists Association of Cebu City, 2002-2004
- Student Volunteer Staff, Office of the Student Regent, UP System, 1997-1998 & 1999-2001
- Member, UP Christian Brotherhood International, 1997-2002
- AcadComm Vice-Chair, UP-CBI, 1998-2000
- Vice-President, Junior Tandaya Club (environmentalist organization), 1994-1995

References:

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